



120523 BOT

FINAL

PACKET





BOARD OF TRUSTEES

Final Agenda
300 PORTWINE ROAD
RIVERWOODS, IL 60015
December 5, 2023

FINANCE WORKSHOP
6:00 P.M.

BOARD OF TRUSTEES MEETING
7:30 P.M.

Riverwoods.gov/streamBOT

FINANCE WORKSHOP

1. CALL TO ORDER
2. ROLL CALL
3. FINANCE WORKSHOP
 - a. Discussion of Fiscal 2023
 - b. Discussion of Financial Projections
4. ADJOURNMENT

BOARD OF TRUSTEES MEETING

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
 - a. Board of Trustees November 21, 2023
4. TREASURER AND FINANCE REPORT
 - a. Approval of Bills
5. DIRECTOR OF COMMUNITY SERVICES REPORT
6. CONSULTANTS' REPORTS
 - a. ATTORNEY'S REPORT
 - b. ENGINEER'S REPORT
 - 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 a Contract for the Reconfiguration of Certain Village Hall Offices with Stuckey Construction Co
 - b. Approval of an Ordinance for the Levy of Taxes for the Village of Riverwoods for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023
 - c. Approval of a Contract with Administrative Consulting Services, LLC for Assistance with Developing and Submitting for Potential Grant Funding Opportunities
 - d. Approval of Purchase of Audio Visual Equipment for Village Hall from AVI Systems Inc.

13. OLD BUSINESS
14. VISITORS WISHING TO ADDRESS THE BOARD
15. 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

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

17. ESTABLISH TIME AND DATE FOR NEXT MEETING
 - a. Board of Trustees Regular Meeting December 19, 2023 , 7:30 PM

18. ADJOURNMENT

Minutes

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

Present:

Kris Ford, Mayor
Michael Clayton
Andrew Eastmond
Henry Hollander
Jeff Smith (arrived 7:32 pm)

Absent:

Liliya Dikin
Rick Jamerson

Also Present:

Bruce Huvad, Village Attorney
Bruce Dayno, Police Chief
Stephen Witt, Director of Community Services
Carissa Smith, Village Engineer
Tony Vasquez, Finance Director
Bill Balling, Interim Finance Director

The meeting was called to order at 7:30 pm

Document Approval

Trustee Clayton moved to approve the minutes of the November 7, 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 Clayton moved to approve the bills. Trustee Eastmond seconded the motion. The motion passed by the following vote:

AYES: Clayton, Eastmond, Hollander, Smith (4)
NAYS: None (0)

Report from the Interim Finance Director

Mr. Balling provided an update on the progress made. The executive recruitment was successful with hiring two very qualified directors who have met or exceeded the experience and educational requirements for their positions. He noted the Compensation and Benefits Committee did a great job interviewing the candidates and arriving at recommendations. The onboarding was a challenge. HR

administration was discussed by the Committee and Mr. Balling is now working on a proposal for an outsourcing solution.

Mr. Balling as acting Finance Director and Hannah Sullivan have now transitioned all finance work to Mr. Moses Diaz, Finance Analyst and Mr. Tony Vasquez, Finance Director. Mr. Balling has enjoyed working with the Village in this role.

Engineer's Report

Ms. Smith reported the Saunders Road construction is moving forward.

Stormwater Management Report

Ms. Smith introduced Mei Zhu from Gewalt Hamilton who in turn introduced the team presenting the report to the Board Village – Mr. Dan Vanek, Mr. Mike Warner.

Methodology and Findings

GHA sent out a survey and received hundreds of responses to determine the problem areas within the Village. They found ten areas to focus on. The key objectives were to determine the key stormwater problems, develop solutions to those problems and identify opportunities for funding. A Village-wide study was needed for the following reasons:

- Riverwoods has flat terrain and poor drainage
- Floodplains of Des Plaines River and West Fork North Branch Chicago River
- Village developed before detention was required by Lake County WDO
- Climate change has increased rainfall intensities and depths
- Reoccurring flooding problems on roadways and properties
- Reduced capacity of the creeks and drainage ditches over time
- Thorngate Creek and Chianti Creek riverine flooding

Trustee Clayton asked if there is a way to separate natural challenges and man-made challenges. Mr. Vanek explained that can be done, but was not done in this study.

In response to a question from Trustee Hollander, Mr. Warner explained the survey results did not indicate home flooding, but there are some homes that are in the flood area and could potentially flood.

Project Prioritization

Mr. Vanek explained the prioritization considered road flooding, number of properties affected, and if a project is a prerequisite for other projects. Mr. Warner noted all of the roads become impassable if there is a large flood. Discussion on prioritization considered: how long roads remain impassable, property damage, flood insurance, new rainfall estimates for flood plain demarcation, and sequence of projects.

Drainage Improvements Conceptual Designs

Mr. Vanek went through conceptual designs showing proposed design improvements for the ten focus areas. There was questioning on road reconstruction, easements, and wetland consideration.

Mr. Huvard suggested the Village should look at this as a longer term capital improvement program. Mr. Warner explained the East Skokie District has a 20-year plan, but that is a much larger project.

Cost Estimates and Potential Funding (detail provided in the presentation materials)

It was noted that stormwater management is critical for the Village, and funding through impact fees or grants will be a key part of any program.

Trustee Smith asked how the ten areas were determined. GHA explained they looked at clusters of reported problems as well as road flooding when determining the study areas as well as GHA files regarding the history of resident complaints.

Mr. Vanek explained the estimated costs include the cost of purchasing easements. Mr. Vanek explained further there are additional funding sources aside from internal funding, including the Stormwater Management Commission, State resources, IEPA and FEMA.

Trustee Hollander asked what the Village would need to do upfront to apply for the grants. Mr. Warner explained the Village has already completed some legwork to be eligible for FEMA grants. Trustee Hollander suggested prioritizing the programs based on the amount of external funding the Village would receive.

Mayor Ford noted the Village has a Stormwater Management Committee and can take a more detailed look at prioritization.

Village Ecologist

Mayor Ford noted Steve Zimmerman will provide an annual wrap-up.

Plan Commission Report

Plan Commission Chairperson Laurie Breitkopf reported the Plan Commission has not met.

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 the assessor for the accreditation assessment present. During the exit interview, he was told the Department met all of the standards and re-accreditation was recommended. Riverwoods will be one of 37 agencies in the State that is accredited by CLIA. The Department also received accreditation from the US Department of Justice on use of force.

Information Items from the President

New Business

Approval of Mayor's Appointment to Fill Vacancy on the Plan Commission

Mayor Ford recommended Kathryn Romanelli fill the Plan Commission vacancy.

Trustee Clayton moved to approve the Mayor's appointment to fill a vacancy on the Plan Commission. Trustee Hollander seconded the motion. The motion passed unanimously on a voice vote.

Approval of Contract for Reconfiguration of Certain Village Hall Offices

This item will be discussed at a future meeting.

Approval of Contract for Fencing and Entrance Work for the Village Hall Play Area

Mr. Witt explained there is a need for separation between the play area and Portwine Road to act as a visual barrier. They looked at different types of fencing including chain link, aluminum and a cedar split-rail fence. The cedar split-rail fence would be 175 feet long and installed with minimal disruption to the tree root zones. The cost would be \$8400. This would be for the safety of the children.

Trustee Hollander moved to approve the contract for fencing and entrance work for the Village Hall play area in an amount not to exceed \$8400. Trustee Clayton seconded the motion.

Trustee Smith expressed concern about impeding wildlife. Mr. Witt noted it would act as a visual barrier for children but wildlife could get through. The natural wood would blend in with the vegetation and trees. Ms. Smith noted this type of fence would slow children from going into the road. It would not impede drainage. Trustee Clayton asked the Village to also consider adding a bench in the future. The motion passed by the following vote:

AYES: Clayton, Eastmond, Hollander, Smith (4)

NAYS: None (0)

Resolution R-23- Adopting an Updated Emergency Operations Plan for the Village of Riverwoods

Chief Dayno noted the original plan was adopted in 2014 and has not been changed substantially. Lake County FEMA reviews the plan every two years and asks for changes based on State or Federal guidelines. Chief Dayno noted the proposed changes are minor and does not change the way the Department operates.

Trustee Clayton moved to approve the Resolution adopting an updated emergency operations plan for the Village of Riverwoods. Trustee Smith seconded the motion. The motion passed by the following vote:

AYES: Clayton, Eastmond, Hollander, Smith (4)
NAYS: None (0)

Approval of Ordinance O-23-15 Regarding the Illinois Paid Leave for All Workers Act

Mr. Huvad noted the State passed a law effective January 1, 2024 requiring a minimum amount of paid leave for full-time and part-time employees. Home Rule communities are not included in this act. Mr. Huvad suggested opting out of the Act. If the State changes the law and makes it applicable to Home Rule communities, the Village could make a change at that time. The Village currently complies with the Act for full-time employees.

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

Trustee Clayton moved to for Second Reading and adoption of the Ordinance regarding the Illinois Paid Leave for All Workers Act. Trustee Hollander seconded the motion. The motion passed by the following vote:

AYES: Clayton, Eastmond, Hollander, Smith (4)
NAYS: None (0)

Old Business

There was no Old Business.

Visitors wishing to address the Board

Adjournment

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

:

The meeting was adjourned at 9:18 pm

The next regular meeting of the Board of Trustees will take place on December 5, 2023 at 7:30 pm. A Finance Workshop will be held prior to the meeting, starting at 6:00 pm.

Respectfully submitted,

Transcribed by:
Jeri Cotton

Attachment:
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

Incident Type	2023 YTD	This Time 2022 YTD
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
Total:	2951	2685
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.

Bills

4. TREASURER AND FINANCE REPORT

a. Approval of Bills



November 30, 2023

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

FROM: Moses Diaz

RE: Council Report for December 05, 2023

Attached are the Invoices for approval at the December 05, 2023 BOT Meeting:

Fund Number	Fund Name	Total	Comments
001	General Fund	59,188.91	
119	SSA 19	0.00	
121	SSA 21	0.00	
122	SSA 22	4,925.28	
125	SSA 25	0.00	
126	SSA 26	0.00	
128	SSA 28	525.00	
129	SSA 29	0.00	
130	SSA 30	0.00	
501	Water Fund	377.85	
502	Sewer Fund	63.48	
503	TIF #1	0.00	
504	TIF #2	0.00	
505	CAPITAL PROJECT FUND	0.00	
Total to be approved		65,080.52	

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 11/20/2023 - 11/30/2023

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 0007 - AMERICAN TAXI DISPATCH, INC.							
205465N 00015587	AMERICAN TAXI DISPATCH, INC. 5 SENIOR/DISABLED TAXI VOUCHERS 001-101-50600	11/21/2023 MDIAZ		27.50	27.50	Open	N 11/22/2023
	5 SENIOR/DISABLED TAXI VOUCHERS			27.50			
Total Vendor 0007 - AMERICAN TAXI DISPATCH, INC.				<u>27.50</u>	<u>27.50</u>		
Vendor UB REFUND - ANTHONY WONG							
231129ANTHONYWO 00015613	ANTHONY WONG UB refund for account: 05-094 501-000-10390	11/29/2023 MDIAZ	09/15/2023	349.02	349.02	Open	N 11/29/2023
	ACCOUNTS RECEIVABLE - UB			349.02			
Total Vendor UB REFUND - ANTHONY WONG				<u>349.02</u>	<u>349.02</u>		
Vendor 0043 - BRUCE DAYNO							
231127XREIMB 00015608	BRUCE DAYNO PLATES & TOWELS 001-110-60510	11/27/2023 MDIAZ		45.01	45.01	Open	N 11/29/2023
	OFFICE EXPENSE			45.01			
Total Vendor 0043 - BRUCE DAYNO				<u>45.01</u>	<u>45.01</u>		
Vendor 0024 - CENTRAL MANAGEMENT SERVICES LGHP							
231127CMS 00015617	CENTRAL MANAGEMENT SERVICES LGHP HEALTH INSURANCE - COVERAGE FOR DECEMBER 001-101-40100	11/27/2023 MDIAZ		28,444.00	28,444.00	Open	N 11/29/2023
	INSURANCE - HEALTH			7,001.00			
	001-110-40100			21,443.00			
Total Vendor 0024 - CENTRAL MANAGEMENT SERVICES LGHP				<u>28,444.00</u>	<u>28,444.00</u>		
Vendor 0765 - CHONG, GRYPHON							
231127GRYPHONCH 00015601	CHONG, GRYPHON A/V - OCTOBER 24, 2023 & NOVEMBER 07 & 2 001-101-50551	11/27/2023 MDIAZ		125.00	125.00	Open	N 11/28/2023
	BOT & VILLAGE MEETING EXPENSE			125.00			
Total Vendor 0765 - CHONG, GRYPHON				<u>125.00</u>	<u>125.00</u>		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 11/20/2023 - 11/30/2023

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 0765 - CHONG, GRYPHON							
Vendor 0033 - CLARK BAIRD SMITH LLP							
17686							
00015591	CLARK BAIRD SMITH LLP	11/19/2023		273.75	273.75	Open	N
	LEGAL EXPENSE, 11/15/23 AND 11/16/23, 12 MDIAZ 001-101-50330	LEGAL EXPENSE		273.75			11/27/2023
Total Vendor 0033 - CLARK BAIRD SMITH LLP				273.75	273.75		
Vendor 0718 - COMCAST BUSINESS							
231111COMCASTX1							
00015583	COMCAST BUSINESS	11/11/2023		480.61	480.61	Open	N
	INTERNET EXPENSE/CABLE /EMAIL	MDIAZ					11/21/2023
	001-110-50520	TELEPHONE EXPENSE		60.00			
	001-110-60545	INTERNET EXPENSE/CABLE/EMAIL		420.61			
231115COMCASTX7							
00015592	COMCAST BUSINESS	11/15/2023		429.54	429.54	Open	N
	VILLAGE CABLE, INTERNET, FAX	MDIAZ					11/27/2023
	001-101-50710	VILLAGE CABLE, INTERNET, FAX		429.54			
231119COMCASTX1							
00015600	COMCAST BUSINESS	11/19/2023		63.48	63.48	Open	N
	PHONE, OFF-SITE LIFT STATION - 1805 TRIL MDIAZ						11/28/2023
	502-000-50710	PHONE, OFF-SITE LIFT STATION - 1805 TRIL		63.48			
Total Vendor 0718 - COMCAST BUSINESS				973.63	973.63		
Vendor 0038 - COMED							
231115COMEDX011							
00015584	COMED	11/15/2023		28.83	28.83	Open	N
	UTILITY EXPENSE - ELECTRIC	MDIAZ					11/21/2023
	501-000-50710	UTILITY EXPENSE - ELECTRIC		28.83			
Total Vendor 0038 - COMED				28.83	28.83		
Vendor 0607 - CTM							
245708							
00015607	CTM	10/31/2023		525.00	525.00	Open	N
	SSA 28 - ANNUAL TAX PREPARATON	MDIAZ					11/29/2023
	128-000-50360	SSA 28 - ANNUAL TAX PREPARATON		525.00			

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 11/20/2023 - 11/30/2023

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 0607 - CTM							
Total Vendor 0607 - CTM				525.00	525.00		
Vendor MISC - DAVID MARTINOVICH							
221231DAVIDMART							
00015604	DAVID MARTINOVICH	11/29/2023		143.03	143.03	Open	N
	IMRF OVERPAYMENT 123022 PAYROLL	MDIAZ					11/29/2023
	001-000-20170	IMRF WITHHOLDING		143.03			
Total Vendor MISC - DAVID MARTINOVICH				143.03	143.03		
Vendor 0276 - DIGITAL CURRENCY SYSTEMS							
QB115843							
00015610	DIGITAL CURRENCY SYSTEMS	11/28/2023		7,441.25	7,441.25	Open	N
	HARDWARE SETUP/CONFIGURATION	MDIAZ					11/29/2023
	001-110-60540	HARDWARE		7,441.25			
QB116092							
00015619	DIGITAL CURRENCY SYSTEMS	12/01/2023		1,010.57	1,010.57	Open	N
	IT CONSULTANT - MONTHLY RETAINER	MDIAZ					11/30/2023
	001-101-50365	IT CONSULTANT - MONTHLY RETAINER		1,010.57			
Total Vendor 0276 - DIGITAL CURRENCY SYSTEMS				8,451.82	8,451.82		
Vendor 0049 - ERNIE'S WRECKER SERVICE							
248381							
00015593	ERNIE'S WRECKER SERVICE	11/17/2023		141.19	141.19	Open	N
	2021 DODGE DURANGO #65 - OIL CHANGE	MDIAZ					11/27/2023
	001-110-50010	2021 DODGE DURANGO #65 - OIL CHANGE		141.19			
248396							
00015594	ERNIE'S WRECKER SERVICE	11/22/2023		141.19	141.19	Open	N
	2020 DODGE DURANGO #64 - OIL CHANGE	MDIAZ					11/27/2023
	001-110-50010	2020 DODGE DURANGO #64 - OIL CHANGE		141.19			
Total Vendor 0049 - ERNIE'S WRECKER SERVICE				282.38	282.38		
Vendor 0056 - GARVEY'S OFFICE PRODUCTS							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 11/20/2023 - 11/30/2023

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 0056 - GARVEY'S OFFICE PRODUCTS							
PINV2500885 00015586	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	11/22/2023 MDIAZ OFFICE SUPPLIES		27.22 27.22	27.22	Open	N 11/22/2023
PINV2501314 00015609	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-110-60510	11/27/2023 MDIAZ OFFICE SUPPLIES		121.70 121.70	121.70	Open	N 11/29/2023
PINV2502527 00015611	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	11/29/2023 MDIAZ OFFICE SUPPLIES		131.03 131.03	131.03	Open	N 11/29/2023
PINV2502836 00015612	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	11/29/2023 MDIAZ OFFICE SUPPLIES		18.69 18.69	18.69	Open	N 11/29/2023
Total Vendor 0056 - GARVEY'S OFFICE PRODUCTS				<u>298.64</u>	<u>298.64</u>		
Vendor 0219 - GIAMETTA SNOW PLOWING							
231007GIAMETTA 00015585	GIAMETTA SNOW PLOWING 2023-2024 SNOW SERVICE, SSA26 TIMBERS HO 122-000-50180	10/07/2023 MDIAZ SNOW REMOVAL		3,200.00 3,200.00	3,200.00	Open	N 11/21/2023
Total Vendor 0219 - GIAMETTA SNOW PLOWING				<u>3,200.00</u>	<u>3,200.00</u>		
Vendor MISC - HENRY HOLLANDER							
231129SHENRYHOL 00015606	HENRY HOLLANDER COST SHARE REIMBURESEMENT - PRESCRIBED B 001-106-50800	11/29/2023 MDIAZ PRESCRIBED BURN		995.00 995.00	995.00	Open	N 11/29/2023
Total Vendor MISC - HENRY HOLLANDER				<u>995.00</u>	<u>995.00</u>		
Vendor 0069 - HOUSE OF RENTAL #1							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 11/20/2023 - 11/30/2023

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 0069 - HOUSE OF RENTAL #1							
CONTRACT# 19297							
00015614	HOUSE OF RENTAL #1	11/29/2023		210.12	210.12	Open	N
	EMPLOYEE APPRECIATE LUNCH, 12/12/2023	MDIAZ					11/29/2023
	001-101-60700	EMPLOYEE APPRECIATE LUNCH, 12/12/2023		210.12			
Total Vendor 0069 - HOUSE OF RENTAL #1				<u>210.12</u>	<u>210.12</u>		
Vendor 0754 - HOWARD SIMON							
12397050							
00015616	HOWARD SIMON	11/29/2023		38.50	38.50	Open	N
	PAYROLL SERVICES, 11/30/2023	MDIAZ					11/29/2023
	001-101-50370	PAYROLL SERVICES, 11/30/2023		38.50			
Total Vendor 0754 - HOWARD SIMON				<u>38.50</u>	<u>38.50</u>		
Vendor 0089 - JERI COTTON							
231127JERICOTTO							
00015590	JERI COTTON	11/27/2023		337.00	337.00	Open	N
	MEETING MINUTES 110723, 112123	MDIAZ					11/27/2023
	001-101-50360	MEETING MINUTES 110723, 112123		337.00			
Total Vendor 0089 - JERI COTTON				<u>337.00</u>	<u>337.00</u>		
Vendor 0095 - KEYTH TECHNOLOGIES							
818370							
00015588	KEYTH TECHNOLOGIES	10/16/2023		170.00	170.00	Open	N
	REPAIR PAXTON ACCESS SYSTEM	MDIAZ					11/22/2023
	001-110-50120	BUILDING - EQUIPMENT		170.00			
Total Vendor 0095 - KEYTH TECHNOLOGIES				<u>170.00</u>	<u>170.00</u>		
Vendor 0102 - LAKE COUNTY DIVISION OF TRANSPORTAT							
430034769							
00015618	LAKE COUNTY DIVISION OF TRANSPORTAT	11/29/2023		409.24	409.24	open	N
	4TH QUARTER OF FY2023 ROUTINE TRAFFIC SI	MDIAZ					11/30/2023
	001-104-50720	STREET LIGHTING		409.24			
Total Vendor 0102 - LAKE COUNTY DIVISION OF TRANSPORTAT				<u>409.24</u>	<u>409.24</u>		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 11/20/2023 - 11/30/2023

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 0727 - LINCOLNSHIRE-RIVERWOODS FIRE PROTEC							
11655							
00015605	LINCOLNSHIRE-RIVERWOODS FIRE PROTEC SPRINKLER SYSTEM 001-102-50341	11/27/2023 MDIAZ FIRE DEPARTMENT EXPENSE		905.00 905.00	905.00	Open	N 11/29/2023
Total Vendor 0727 - LINCOLNSHIRE-RIVERWOODS FIRE PROTEC				<u>905.00</u>	<u>905.00</u>		
Vendor 0122 - MERGENTHALER PLUMBING							
23-11168							
00015596	MERGENTHALER PLUMBING REPLACE FILTER IN DRINKING FOUNTAIN/BOT 001-110-50120	11/15/2023 MDIAZ BUILDING - EQUIPMENT		222.50 222.50	222.50	Open	N 11/27/2023
Total Vendor 0122 - MERGENTHALER PLUMBING				<u>222.50</u>	<u>222.50</u>		
Vendor 0131 - NAPA AUTO PARTS							
6871-204845							
00015595	NAPA AUTO PARTS AUTO PARTS - MOTOR TUNE-UP 16OZ (T38) 001-110-50010	11/18/2023 MDIAZ AUTO - REPAIRS & MAINTENANCE		42.45 42.45	42.45	Open	N 11/27/2023
Total Vendor 0131 - NAPA AUTO PARTS				<u>42.45</u>	<u>42.45</u>		
Vendor 0165 - RAY O'HERRON CO., INC.							
2308935							
00015620	RAY O'HERRON CO., INC. POLICE OFFICERS EQUIP. 001-110-50070	11/24/2023 MDIAZ POLICE OFFICERS EQUIP.		19.84 19.84	19.84	Open	N 11/30/2023
Total Vendor 0165 - RAY O'HERRON CO., INC.				<u>19.84</u>	<u>19.84</u>		
Vendor 0793 - REAL URBAN BARBECUE							
231129REALURBAN							
00015615	REAL URBAN BARBECUE EMPLOYEE APPRECIATE LUNCH, 12/12/2023 001-101-60700	11/29/2023 MDIAZ EMPLOYEE APPRECIATE LUNCH, 12/12/2023		865.00 865.00	865.00	open	N 11/29/2023
Total Vendor 0793 - REAL URBAN BARBECUE				<u>865.00</u>	<u>865.00</u>		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 11/20/2023 - 11/30/2023

POSTED AND UNPOSTED

OPEN

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0631 - SE INC.							
23-32981 00015597	SE INC. SSA 22 - INSTALL NEW SIGNS 122-000-50140	11/17/2023 MDIAZ SSA 22 - INSTALL NEW SIGNS		574.28 574.28	574.28	Open	N 11/27/2023
Total Vendor 0631 - SE INC.				<u>574.28</u>	<u>574.28</u>		
Vendor 0173 - SECRETARY OF STATE							
231128SECOFSTAT 00015602	SECRETARY OF STATE POLICE INTERCEPTOR UTILITY - STOCK# W173 MDIAZ 001-110-90520	11/28/2023 POLICE INTERCEPTOR UTILITY-STOCK#W173601		173.00 173.00	173.00	Open	N 11/28/2023
Total Vendor 0173 - SECRETARY OF STATE				<u>173.00</u>	<u>173.00</u>		
Vendor 0794 - STREICHER'S - MINNEAPOLIS							
I1666849 00015621	STREICHER'S - MINNEAPOLIS POLICE OFFICERS EQUIP. 001-110-50070	11/21/2023 MDIAZ POLICE OFFICERS EQUIP.		39.19 39.19	39.19	Open	N 11/30/2023
Total Vendor 0794 - STREICHER'S - MINNEAPOLIS				<u>39.19</u>	<u>39.19</u>		
Vendor 0200 - TRAVELERS INSURANCE							
231114TRAVELERS 00015589	TRAVELERS INSURANCE HOA INSURANCE - SSA 22, 12 04 2023 - 12 MDIAZ 122-000-50360	11/14/2023 HOA INSURANCE - SSA 22		1,151.00 1,151.00	1,151.00	Open	N 11/27/2023
Total Vendor 0200 - TRAVELERS INSURANCE				<u>1,151.00</u>	<u>1,151.00</u>		
Vendor 0206 - VERIZON WIRELESS							
9949437068 00015598	VERIZON WIRELESS TELEPHONE EXPENSE 001-101-50520 001-110-50520	11/16/2023 MDIAZ TELEPHONE EXPENSE TELEPHONE EXPENSE		807.27 372.83 434.44	807.27	Open	N 11/27/2023
Total Vendor 0206 - VERIZON WIRELESS				<u>807.27</u>	<u>807.27</u>		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 11/20/2023 - 11/30/2023

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 0206 - VERIZON WIRELESS							
Vendor MISC - WILLIAM KIRBY							
221231WILLIAMKI							
00015603	WILLIAM KIRBY	11/29/2023		211.52	211.52	Open	N
	IMRF OVERPAYMENT 123022 PAYROLL		MDIAZ				11/29/2023
	001-000-20170		IMRF WITHHOLDING	211.52			
Total Vendor MISC - WILLIAM KIRBY				211.52	211.52		
Vendor 0761 - WRB LLC							
2023-31							
00015599	WRB LLC	11/22/2023		14,742.00	14,742.00	Open	N
	CONSULTANT		MDIAZ				11/27/2023
	001-101-50360		CONSULTANT	14,742.00			
Total Vendor 0761 - WRB LLC				14,742.00	14,742.00		
# of Invoices: 39 # Due: 39				Totals: 65,080.52	65,080.52		
# of Credit Memos: 0 # Due: 0				Totals: 0.00	0.00		
Net of Invoices and Credit Memos:				65,080.52	65,080.52		
--- TOTALS BY FUND ---							
	001 GENERAL			59,188.91	59,188.91		
	122 SSA 22 TIMBERS ROAD			4,925.28	4,925.28		
	128 SSA 28 ROAD MAINT.			525.00	525.00		
	501 CONSOLIDATED WATER FUND			377.85	377.85		
	502 SEWER FUND			63.48	63.48		
--- TOTALS BY DEPT/ACTIVITY ---							
	000			6,246.16	6,246.16		
	101 ADMINISTRATION			25,609.75	25,609.75		
	102 BUILDING DEPARTMENT			905.00	905.00		
	104 ROAD & BRIDGE & STORM WATER			409.24	409.24		
	106 WOODLAND MANAGEMENT			995.00	995.00		
	110 POLICE			30,915.37	30,915.37		

Police Report

9. POLICE REPORT



**Riverwoods Police
Incident Analysis Report
Summary by Incident Type
12/5/2023**

Activity Through November 30th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	77	72
50 PD (7572) (Crash Property Damage)	89	73
50 PI (7571) (Crash Personal Injury)	17	11
50 Priv Prop (7573) (Crash Private Property)	7	8
911 Hang up (7911)	16	14
Ambulance (7021)	337	269
Animal Problem (7245)	38	64
AOA (7001)	148	222
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)	239	200
Burglary - Residential (0625)	3	4
Burglary (0600)	2	2
Cell 911 (7912)	-	2
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	3
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)	44	47
Fingerprinting (7039)	8	12
Fire Alarm (0733)	46	37
Fire Call (7024)	47	27
Fireworks Complaints (3001)	7	8
Forgery (1120)	-	-
Found Animal (7246)	9	10
Found Prop. (7156)	6	2
Harassment by Telephone (2825)	4	1
Hold Up Alarm (7083)	17	15
Identity Theft (7198)	12	13
Lock out - Vehicle (7051)	21	17
Lost / Mislaid Prop (7144)	2	9
Missing Person (7178)	1	2
Noise Comp (7078)	21	26
Notification (7049)	14	15
Other Comp (7079)	68	62
Other Investigation (7199)	37	34
Other Trouble (7139)	235	4

Incident Type	2023 YTD	This Time 2022 YTD
Parking Complaint (7522)	21	25
Premise Exam (7041)	1315	1167
Public Service (7040)	54	49
Roadway Debris (7250)	27	18
Solicitor (7063)	16	8
Suicide (7211)	-	-
Suspicious Auto (7123)	57	56
Suspicious Person (7123)	31	33
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)	49	55
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	18	20
Well Being Check (7045)	60	37
Total:	3057	2807
Crime Prevention Notices	512	493
Case Reports	173	205
Traffic Stops	1548	1785
Number of Citations issued	666	696
Number of Persons Issued Citations	436	483

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

New Business

12. New Business

a. Approval of a Contract for the Reconfiguration of Certain Village Hall Offices with Stuckey Construction Company

MEMORANDUM

TO: Kristine Ford, Village President

FROM: Steve Witt, Director of Community Services

DATE: December 1, 2023

RE: Village Hall Office Reconfiguration



Background:

The original floor plan design of the Village Hall was laid out with two large and four smaller general offices. As the staffing level at Village Hall evolves, it has become evident that the current layout of the available general office space does not provide enough flexibility as needed by staff to perform their duties.

The two larger offices at Village Hall are utilized by the Director of Community Services who needs the space not only for general administrative purposes, but for holding meetings with, staff, consultants, contractors and residents as well as performing plan reviews, and by the staff Accountant who needs the space to lay out account files, process invoices, hold budget meetings, etc. This leaves a smaller office which is approximately one-half the size of the larger offices, for use by the Director of Finance. The smaller offices are not appropriately sized to accommodate the Director's need to spread out files he is working on and hold internal meetings in a secured environment. It was decided that two of the smaller offices could easily be combined to create a larger space suitable as a Director's office.

In order to ensure that any renovation work would be consistent with the original building design, Bob Hammer, of Baranski Hammer Moretta & Sheehy Architects and Planners, who designed the Village Hall building, reviewed the space needs with us and prepared the attached sketch and scope of work for the proposed remodeling. The scope of work will combine two adjacent smaller office into one larger office, which will be approximately the same size as the larger two offices. We propose to remove one of the existing corridor windows and door frames to provide additional flexibility for office furniture layout by creating additional wall surface area. To contain cost, the existing lighting fixture and HVAC diffuser locations will not change. Since it is unlikely that the two ceiling systems align with each other, the existing ceiling systems will remain as is with the addition of a wood trim to fill the gap where the wall is removed. The existing carpet tiles will need to be removed and replaced as it is unlikely the tile pattern will line up and that the dye lot would look identical.

In our search for a qualified contractor, we asked Stuckey Construction Company, to provide a proposal to perform the work. Though some time ago, I personally worked on

school remodeling projects with Stuckey Construction Company and found them to be very professional and qualified as a contractor working in the public sector. Gewalt Hamilton Associates is also familiar with their work in the public sector. A copy of their proposal is attached.

Recommendation:

I recommend that a contract be awarded to Stuckey Construction Company in the amount of \$28,019.75 to perform the scope of work as outline in the attached office remodel floor plan sketch.

Att: A - Stuckey Construction Company proposal dated November 29. 2023
B - Office Remodel Floor Plan Sketch
C - Stuckey Construction Company Overview of Completed Projects



November 29, 2023

Stephen Witt
Village of Riverwoods
300 Portwine Rd
Riverwoods, IL 60015

RE: Office Renovation Quote

Dear Mr. Witt:

Stuckey Construction proposes to furnish all labor, materials, tools, equipment and insurance to complete the items listed below.

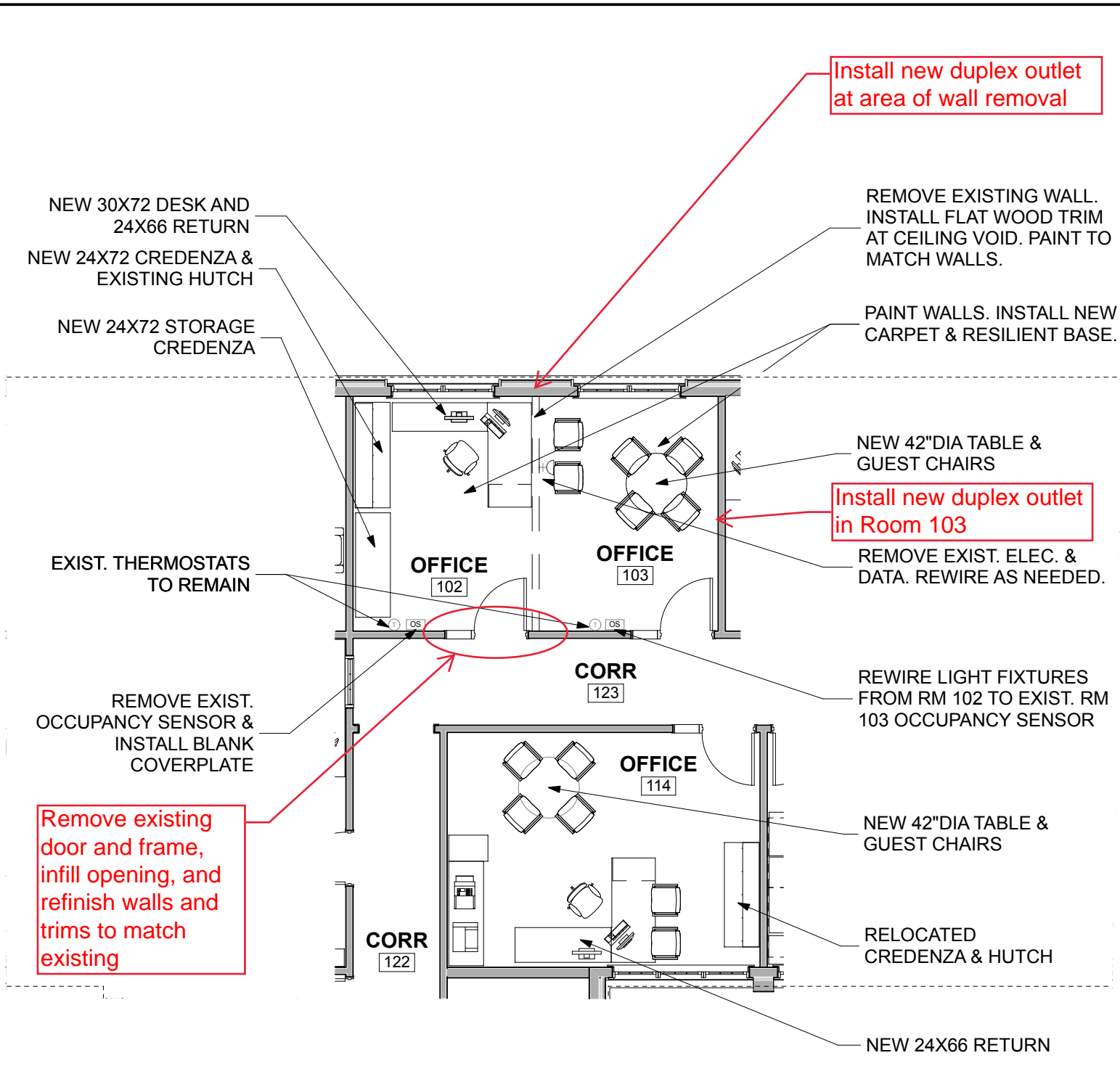
Please See Next Page With Pricing Break Out

Sincerely,

Peter Inman

STUCKEY CONSTRUCTION COMPANY

Riverwoods Office Work									
Task						Hours	Material		Sub
Temp Protection						4	\$200.00		
Demo Drywall Wall						16	\$450.00		
Patch Drywall Where Wall Was Removed						4	\$50.00		
Tape Wall Where Wall Was Removed						16	\$50.00		
Paint New Large Office						8	\$200.00		
Install Wood Trim To Divide Office Ceilings						8	\$150.00		
Remove Carpet Tile						8	\$100.00		
Install New Carpet Tile						8	\$2,000.00		
Combine Lights Onto One Circuit with Dimmable Occupancy Sensor									\$1,660.00
Add (2) Outlets									\$2,740.00
Supervision						16			
Clean Up						4			
Total Labor	92	\$116.00	\$10,672.00						
Total Material			\$3,200.00						
Total Sub			\$4,400.00						
OH&P			\$2,740.80						
TOTAL			\$21,012.80						
Riverwoods Office Work Door Removal Alternate									
Task						Hours	Material		Sub
Temp Protection						4	\$200.00		
Remove Door and Frame						8	\$100.00		
Patch Drywall Where Door Was Removed						8	\$50.00		
Tape Wall Where Door Was Removed						8	\$50.00		
Paint Entire Wall To Blend Paint						8	\$100.00		
Patch Base						4	\$25.00		
Supervision						4			
Clean Up						4			
Total Labor	48	\$116.00	\$5,568.00						
Total Material			\$525.00						
Total Sub			\$0.00						
OH&P			\$913.95						
TOTAL			\$7,006.95						



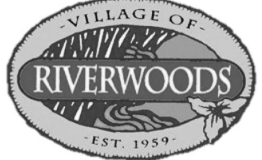
Install new duplex outlet at area of wall removal

Install new duplex outlet in Room 103

Remove existing door and frame, infill opening, and refinish walls and trims to match existing

1 OFFICE REMODEL
SCALE: 1/8" = 1'-0"

Note: Village add-ons indicated in red text 11/27/23



VILLAGE OF RIVERWOODS
300 PORTWINE RD.
RIVERWOODS, IL 60015

BHMS BARANSKI HAMMER MORETTA & SHEEHY
ARCHITECTS AND PLANNERS
1101 S. BENCH STREET, GALENA, IL 61036
Phone: (815) 777-3960

ID-1
Date: Sept. 27, 2023
Project No. BH1521



Since its founding in 1996, Stuckey Construction Company has developed and erected a wide variety of buildings, including commercial construction, new construction, remodeling, educational facilities, pools, and parks. Employing qualified union field staff, experienced office personnel and exceptional team work guarantee complete project success.

Stuckey Construction Company's belief that the finished product should uniquely suit each client's requirements distinguishes us from the other general contractors. Below is the team that would be working on your project.

Paul Stuckey, President	paul@stuckeyconstruction.com
Peter Inman, Superintendent	peter@stuckeyconstruction.com
Amber DeSanctis, Project Manager	amber@stuckeyconstruction.com
Sonya Cartwright, Accounting	sonya@stuckeyconstruction.com

We have included references, last years completed projects and a few portfolio pages for reference. Please let us know if you have any questions.



References

Barrington Park District:
Sue Mayer 847-304-5295
smayer@barringtonparkdistrict.org

Carol Stream Park District:
Shane Hamilton 847-774-0380
shaneh@csosarks.org

Park District of Highland Park:
Ben Kutscheid 847-579-3104
bkutscheid@pdhp.org

Park Ridge Public Library:
John Priala 847-720-3210
jpriala@parkridgelibrary.org

River Trails Park District
Mike Hanley 847-394-0540
mhanley@rtpd.org

Waukegan Park District
Quincy Bejster
qbejster@waukeganparks.org

STUCKEY CONSTRUCTION - 2022 COMPLETED PROJECTS

PROJECT:	<u>Philharmonic Studio</u>	20-072
DESCRIPTION:	New Construction	
CONTRACT AMT:	\$4,653,050.00	
ARCHITECT:	Melichar Architects	847.295.2440
CONTACT:	Bob Abell	
START:	Apr-21	
COMPLETED:	May-22	
PROJECT:	<u>Kenosha Fire Station #4</u>	21-005
DESCRIPTION:	New Fire Station	
CONTRACT AMT:	\$9,975,000.00	
ARCHITECT:	SEH	
CONTACT:	Trevor Frank	920.380.2806
START:	Jun-21	
COMPLETED:	Jun-22	
PROJECT:	<u>Six Flags Reflection Pond</u>	21-036
DESCRIPTION:	Water Feature	
CONTRACT AMT:	\$201,233.00	
OWNER:	Six Flags Great America	
CONTACT:	Daniel Schwabe or Gary Pohlman	847-625-7543
START:	Oct-21	
COMPLETED:	May-22	
PROJECT:	<u>Grayslake New Public Works</u>	21-069
DESCRIPTION:	Public Works Bldg	
CONTRACT AMT:	\$863,732.00	
ARCHITECT:	Bleck and Bleck	
CONTACT:	Charles Bleck	847.247.0303
START:	Oct-21	
COMPLETED:	Jun-22	
PROJECT:	<u>Hinsdale South Pool</u>	20-089
DESCRIPTION:	Pool	
CONTRACT AMT:	\$1,638,038.00	
CONSTRUCTION MANAGER:	Pepper Construction	
CONTACT:	Martin Platten	847.381.2760
START:	Sep-21	
COMPLETED:	Aug-22	
PROJECT:	<u>Cary Grove Park Aqua Facility</u>	21-026
DESCRIPTION:	Aquatic Facility	
CONTRACT AMT:	\$3,039,276.00	
CONSTRUCTION MANAGER:	Lamp	
CONTACT:	Greg Bohlin	847.741.7220 ext
START:	Sep-21	
COMPLETED:	Jun-22	

PROJECT: Edgewater Beach Apartment Pool **21-018**
DESCRIPTION: Pool
CONTRACT AMT: \$671,413.00
CONSTRUCTION MANA (Wiss, Janney, Elstner Associates, Inc.
CONTACT: Kimberly Lis 248.396.9582
START: Aug-21
COMPLETED: Sep-22

PROJECT: Maine South HS Pool **20-099**
DESCRIPTION: Pool
CONTRACT AMT: \$565,966.00
CONSTRUCTION MANA (Pepper Construction
CONTACT: Steve Hertz 847-620-4372
START: May-22
COMPLETED: Nov-22

PROJECT: CLC ATC Drywall Package **21-074**
DESCRIPTION: General Trades
CONTRACT AMT: \$1,859,919.00
CONSTRUCTION MANA (Power Construction
CONTACT: Jamie Hendriks 312.596.6960
START: Nov-21
COMPLETED: Aug-22

PROJECT: Piasecki Carriage House **21-078**
DESCRIPTION: New Bldg
CONTRACT AMT: \$1,753,415.00
ARCHITECT: Piasecki Funeral Home
CONTACT: Mark Molinaro 262.652.2800
START: Nov-21
COMPLETED: Oct-22

PROJECT: Stevenson HS 2022 Improvements **22-001**
DESCRIPTION: Life Safety
CONTRACT AMT: \$627,145.00
CONSTRUCTION MANA (Gilbane
CONTACT: Bridgette Gimpert
START: Mar-22
COMPLETED: Feb-22

PROJECT:	<u>River Trail PD Pool Renovation</u>	22-004
DESCRIPTION:	Pool Renovation	
CONTRACT AMT:	\$540,195.00	
ARCHITECT:	WT Group, LLC	
CONTACT:	Mike Hanley, River Trails Park District	847-394-0540
START:	Mar-22	
COMPLETED:	Jun-22	
PROJECT:	<u>Oak Lawn HS Filter Replacement</u>	22-005
DESCRIPTION:	Pool Upgrades	
CONTRACT AMT:	\$476,516.00	
ARCHITECT:	DLA Architects	
CONTACT:	Sandra Warren	847-751-9651
START:	Jun-22	
COMPLETED:	Aug-22	
PROJECT:	<u>THSD #214 Courtyard Infill</u>	22-016
DESCRIPTION:	Concrete Work	
CONTRACT AMT:	\$1,996,014.00	
ARCHITECT:	Green Associates	
CONTACT:	Andrew Jose	847-317-0852
START:	Jun-22	
COMPLETED:	Aug-22	
PROJECT:	<u>Carv Fire Station</u>	22-017
DESCRIPTION:	CM and General Trades	
CONTRACT AMT:	\$2,231,848.00	
ARCHITECT:	Studio 222 Architects, LLC	
CONTACT:	Kelly O'Connor	312.850.4970 ex
START:	May-22	
COMPLETED:	Nov-22	
PROJECT:	<u>Pulera - WI Dept Corrections</u>	22-011
DESCRIPTION:	New Construction	
CONTRACT AMT:	\$2,291,834.00	
ARCHITECT:	Rudie Frank Architecture	
CONTACT:	Ryan Rudie	262.634.5565
START:	May-22	
COMPLETED:	Dec-22	

STUCKEY CONSTRUCTION COMPANY



WAUKEGAN PARK DISTRICT

Waukegan Natatorium Addition at Hinkston Park and Field House. Work included site clearing, earthwork, storm sewerage, masonry, concrete, Olympic pool, children's splash pad and pool area, therapy pool, locker rooms, mechanical and administrative offices.

Clearview Park Renovations work included site clearing, earthwork operations, water main and appurtenances, storm sewerage, asphalt paving, concrete, site furnishings, playground, landscaping, lighting installation, and architectural construction.



Projects: Construction Manager, Multiple Projects
Final Contracts: Over 10 million
Owner: Waukegan Park District
Contact: Greg Petry
Phone: 847-287-4721



**CITY OF KENOSHA
KENOSHA FIRE
STATIONS #1 AND #4
POERIO PARK, AND
SCHULTE PARK GAZEBO
GAZEBO AND SPLASH PAD**

Fire Station #1 – Construction of new 24,000 Sq. Ft fire station facility and site work. Fire Station #4 – Construction of new 34,000 Sq Ft fire station and training tower facilities, including demolition of the old fire station. Poerio Park - Construction of New Bridge and Landscaping. Schulte Park Gazebo & Splash Pad – 20' x 20' steel framed gazebo, installation of splash pad features, utility connections, earthwork, erosion control, concrete pavement, and site amenity installations.



Projects: Kenosha Fire Stations #1 and #4
Poerio Park
Schulte Park Gazebo and Splash Pad

Contracts: Over 17 million

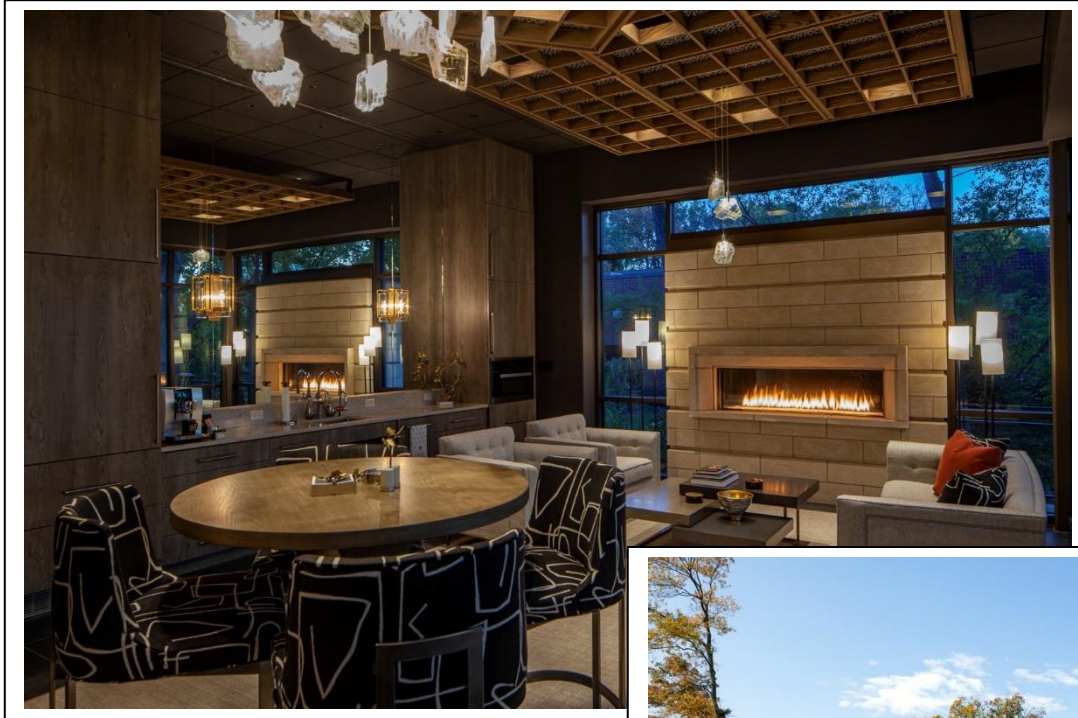
Owner: City of Kenosha

Contact: Greg Boldt

Email: gboldt@kenosha.org

Phone: 262-653-4057

STUCKEY CONSTRUCTION COMPANY



Philharmonic Studios

New construction recording studio located in Vernon Hills, IL. Contemporary building with IPE siding and natural stone exterior compliment this modern architectural interior. Double wall construction mitigates the transfer of sound along with upgraded site improvements add to the serenity of this musical masterpiece.



Project: New Recording Studio and Site Improvements

Initial Contract: \$4,424,250

Final Contract: \$4,663,000

Owner: Land Owners Realty, LLC.

Contact: Greg Miner

Email: gwminer70@gmail.com

Phone: 847-985-1111



ILLINOIS STATE BEACH PARK CONCESSION BUILDING



3,400 Sq. Ft. building which includes a commercial kitchen with a walk-in refrigerator and freezer, indoor dining, camp store/gift shop, public restrooms, outdoor showers, vending machine enclosures, and an outdoor picnic terrace. Site improvements and related utilities, access paths, exterior lighting, and tree protection of existing trees. The project was located within a sensitive environmental context and required protection from detrimental construction disturbances. MBE/FBE/VBE workforce goals were required as part of the contract award.



Project: New Concession Building
Initial Contract: \$2,108,000
Final Contract: \$2,233,598
Owner: Capital Development Board
Contact: Allison White
Email: Allison.White@illinois.gov
Phone: 217-280-3014

NEW BUSINESS AGENDA ITEM 12 (b)

12. NEW BUSINESS

- b. Approval of an Ordinance for the Levy of Taxes for the Village of Riverwoods for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023

Background

Each year, the Village adopts the annual tax levy to provide property tax revenue for the Village's corporate purposes. In the past several years, the trajectory of the levy has been discussed in various finance workshops with a view toward closing the gap between the amount of revenue raised and the operating expenses of the Village.

Based on prior discussions and consensus of the Board, the amount of the levy for 2023 shown in the attached ordinance is set to increase by 4.5% over last year's levy – from \$1,037,000 (last year's actual extension) to \$1,083,665.

The tax levy pays for less than 25% of budgeted general fund expenses, with the remaining revenue needed to fund such expenses generated by non-property tax sources.

The tax levy also includes special service area maintenance levies, based on the amounts that have been requested by residents for this year. As a reminder to the county, the outstanding bond levies (applicable to various SSAs) are also listed.

Recommendation

Waive first reading and hold second reading and adoption of ordinance.

Enclosed Documents

Tax Levy Ordinance

ORDINANCE NO. 23-12-__

AN ORDINANCE FOR THE LEVY OF TAXES FOR THE VILLAGE OF RIVERWOODS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023, AND ENDING DECEMBER 31, 2023

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RIVERWOODS, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: CORPORATE PURPOSES. For general corporate purposes, the Village of Riverwoods requires to be raised by taxation for the fiscal year beginning January 1, 2023 and ending December 31, 2023, the sums hereinafter set forth, or so much thereof as may be authorized by law, which sums are hereby levied upon all property subject to taxation within the municipality as that property is assessed and equalized for the current fiscal year, and for such purposes as herein specified for the Village of Riverwoods for such fiscal year, within the total appropriations heretofore legally made pursuant to Ordinance No. 23-03-02, adopted by the President and Board of Trustees of the Village of Riverwoods, on March 21, 2023, and being indicated herein by being placed in separate columns under the heading “2023 Tax Levy”, which appears over the same and being as follows:

	<u>2023 Appropriation</u>	<u>2023 Tax Levy</u>
General Fund		
Administration	1,269,774	-
Building Dept.	488,950	-
Road & Bridge	93,500	-
Drainage	2,750	-
Woodland Management	87,120	-
Other Financing Uses	2,300,000	-
Police Department	2,360,441	1,083,665
	Total Corporate Levy	1,083,665**
Motor Fuel Tax Fund	154,000	-
Consolidated Water Fund	2,969,428	-
Sewer Fund	573,942	-
Milwaukee/Deerfield TIF Allocation Fund	342,000	-
Deerfield Road TIF Allocation Fund	2,420,000	-
Capital Projects Fund	1,000,000	-

**The corporate levy assessed by the Village of Riverwoods is levied in accordance with the home rule powers of the Village, in the sum of One Million Eighty-Three Thousand Six Hundred Sixty-five Dollars (\$1,083,665.00). The levy is made in accordance with Attachment A hereto.

SECTION TWO. SPECIAL TAX FOR SPECIAL SERVICE AREA #5 - ROAD MAINTENANCE FUND. Pursuant to SSA Ordinance No. 95-3-3 adopted March 21, 1995, authorizing the Village to levy property

SSA 30 Levy \$ 3,768

SECTION THIRTEEN. SPECIAL TAX FOR SPECIAL SERVICE AREA #31 - ROAD MAINTENANCE FUND. Pursuant to SSA Ordinance No. 16-12-26, adopted December 6, 2016, authorizing the Village to levy special taxes pursuant to the Special Tax Roll described therein, there is hereby levied upon all of the taxable property within Special Service Area No. 31, for the fiscal year ending December 31, 2023, the total sum of \$0.00 for the purpose of providing the special services described in the Ordinance. The special taxes to be imposed upon each taxable parcel shall be determined in accordance with the Special Tax Roll.

SSA 31 Levy \$ 0.00

SECTION FOURTEEN. SPECIAL TAX FOR SPECIAL SERVICE AREA #32 - ROAD MAINTENANCE FUND. Pursuant to SSA Ordinance No. 17-03-03, adopted March 21, 2017, authorizing the Village to levy special taxes pursuant to the Special Tax Roll described therein, there is hereby levied upon all of the taxable property within Special Service Area No. 32, for the fiscal year ending December 31, 2023, the total sum of \$0.00 for the purpose of providing the special services described in the Ordinance. The special taxes to be imposed upon each taxable parcel shall be determined in accordance with the Special Tax Roll.

SSA 32 Levy \$0.00

SECTION FIFTEEN. SPECIAL TAX FOR SPECIAL SERVICE AREA #33 - ROAD MAINTENANCE FUND. Pursuant to SSA Ordinance No. 19-07-13, adopted July 16, 2019, authorizing the Village to levy special taxes pursuant to the Special Tax Roll described therein, there is hereby levied upon all of the taxable property within Special Service Area No. 33, for the fiscal year ending December 31, 2023, the total sum of \$0.00 for the purpose of providing the special services described in the Ordinance. The special taxes to be imposed upon each taxable parcel shall be determined in accordance with the Special Tax Roll.

SSA 33 Levy \$0.00

SECTION SIXTEEN. SPECIAL TAX FOR SPECIAL SERVICE AREA #34 - ROAD MAINTENANCE FUND. Pursuant to SSA Ordinance No. 20-07-12, adopted July 21, 2020, authorizing the Village to levy special taxes pursuant to the Special Tax Roll described therein, there is hereby levied upon all of the taxable property within Special Service Area No. 34, for the fiscal year ending December 31, 2023, the total sum of \$0.00 for the purpose of providing the special services described in the Ordinance. The special taxes to be imposed upon each taxable parcel shall be determined in accordance with the Special Tax Roll.

SSA 34 Levy \$0.00

SECTION SEVENTEEN. SPECIAL TAX FOR SPECIAL SERVICE AREA #35 - ROAD MAINTENANCE FUND. Pursuant to SSA Ordinance No. 21-09-17, adopted September 14, 2022, authorizing the Village to levy special taxes pursuant to the Special Tax Roll described therein, there is hereby levied upon all of the taxable property within Special Service Area No. 35, for the fiscal year ending December 31, 2023, the total sum of \$0.00 for the purpose of providing the special services described in the Ordinance. The special taxes to be imposed upon each taxable parcel shall be determined in accordance with the Special Tax Roll.

SSA 35 Levy \$0.00

SECTION EIGHTEEN. BOND ORDINANCES FOR SPECIAL SERVICE AREAS Nos. 22, 30, 31, 32, 34 and 35 of the VILLAGE OF RIVERWOODS. The County Clerk of Lake County, Illinois is referred to certain bond ordinances set forth below under which certain monies have previously been appropriated and levied for certain purposes within the special service areas of the Village of Riverwoods as described below. Taxes levied under such bond ordinances are in addition to any annual maintenance taxes levied in certain of such special service areas as noted above.

Bonds for SSA #22 (Timberwood, Timberleaf, Timberline)

Pursuant to Ordinance No. 21-09-18 adopted September 14, 2021, the Village of Riverwoods authorized the issuance of special service area bonds and the levy of non-ad valorem special taxes in accordance with a Special Tax Roll, to pay the principal of and interest on said bonds. The County Clerk of Lake County, Illinois is referred to the bond ordinance for the amount so levied. The last year for which taxes shall be levied pursuant to such bond ordinance is the year 2035.

Bonds for SSA #30 (Burr Oak)

Pursuant to Ordinance No. 16-04-08 adopted April 19, 2016, the Village of Riverwoods authorized the issuance of special service area bonds and the levy of non-ad valorem special taxes in accordance with a Special Tax Roll, to pay the principal of and interest on said bonds. The County Clerk of Lake County, Illinois is referred to the bond ordinance for the amount so levied. The last year for which taxes shall be levied pursuant to such bond ordinance is the year 2025.

Bonds for SSA #31 (Sherry Hazelnut)

Pursuant to Ordinance No. 17-07-08 adopted July 5, 2017, the Village of Riverwoods authorized the issuance of special service area bonds and the levy of non-ad valorem special taxes in accordance with a Special Tax Roll, to pay the principal of and interest on said bonds. The County Clerk of Lake County, Illinois is referred to the bond ordinance for the amount so levied. The last year for which taxes shall be levied pursuant to such bond ordinance is the year 2026.

Bonds for SSA #32 (Timber Trail)

Pursuant to Ordinance No. 17-07-09 adopted July 5, 2017, the Village of Riverwoods authorized the issuance of special service area bonds and the levy of non-ad valorem special taxes in accordance with a Special Tax Roll, to pay the principal of and interest on said bonds. The County Clerk of Lake County, Illinois is referred to the bond ordinance for the amount so levied. The last year for which taxes shall be levied pursuant to such bond ordinance is the year 2026.

Bonds for SSA #34 (Kingswood)

Pursuant to Ordinance No. 20-09-15 adopted September 15, 2020, the Village of Riverwoods authorized the issuance of special service area bonds and the levy of non-ad valorem special taxes in accordance with a Special Tax Roll, to pay the principal of and interest on said bonds. The County Clerk of Lake County, Illinois is referred to the bond ordinance for the amount so

levied. The last year for which taxes shall be levied pursuant to such bond ordinance is the year 2029.

Bonds for SSA #35 (Clendenin)

Pursuant to Ordinance No. 21-09-19 adopted September 14, 2021, the Village of Riverwoods authorized the issuance of special service area bonds and the levy of non-ad valorem special taxes in accordance with a Special Tax Roll, to pay the principal of and interest on said bonds. The County Clerk of Lake County, Illinois is referred to the bond ordinance for the amount so levied. The last year for which taxes shall be levied pursuant to such bond ordinance is the year 2030.

SECTION NINETEEN. NECESSITY. Each of said sums and the aggregate thereof are deemed necessary by the President and Board of Trustees to defray the necessary expenses and liabilities of said Village for the fiscal year ending December 31, 2023.

SECTION TWENTY. FILING OF CERTIFIED COPY. The Village Clerk be and is hereby directed to file with the County Clerk of Lake County, Illinois, a duly certified copy of this ordinance as provided by law.

SECTION TWENTY-ONE. HOME RULE. This levy ordinance is adopted pursuant to the procedures set forth in the Illinois Municipal Code, provided, however, any tax limitation or other substantive limitations as to tax levies in the Illinois Municipal Code in conflict with this ordinance shall not be applicable to this ordinance pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, and provided further, if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or unconstitutional, such decisions shall not affect the validity of the remaining portion of this ordinance.

SECTION TWENTY-TWO. NUMBER OF ORDINANCE - WHEN EFFECTIVE. This ordinance shall be known as Ordinance No. 23-12-__, and shall be in full force and effect from and after its passage and approval as required by law.

ADOPTED this 5th day of December 2023, pursuant to a roll call vote as follows:

AYES:

NAYS:

APPROVED by me this 5th day of December 2023.

Kristine L. Ford, Village President

Attest:

Vivian Hofeld, Deputy Clerk

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE CORPORATE AUTHORITIES OF THE VILLAGE
OF RIVERWOODS, LAKE COUNTY, ILLINOIS

**ATTACHMENT A
VILLAGE OF RIVERWOODS TAX LEVY FOR 2023**

POLICE DEPARTMENT APPROPRIATIONS

Police Department		
001-110-40010	Salary - Staff	1,411,740
	SubTotal Salaries & Wages:	<u>1,411,740</u>
001-110-40040	FICA - Staff	107,998
001-110-40060	IMRF - Staff	122,539
001-110-40100	Insurance - Health	178,613
	SubTotal Benefits:	<u>409,150</u>
001-110-40110	Property, Liability & Excess Ins.	0
001-110-40115	Property - Insurance	0
001-110-40121	Portable Equipment - Insurance	0
001-110-40125	Automobile - Insurance	7,827
001-110-40130	Workers Comp - Insurance	53,900
001-110-50010	Auto - Repairs & Maintenance	22,000
001-110-50020	Radio Maintenance	0
001-110-50070	Police Officers Equip.	46,200
001-110-50080	Alcohol & Tobacco Compliance	165
001-110-50090	Employee Hiring Exp.	2,530
001-110-50110	Building - Cleaning	7,700
001-110-50116	Building - Pest Control	770
001-110-50117	Fire Monitoring Expense	1,100
001-110-50120	Building - Equipment	7,700
001-110-50220	Dispatch Services	173,349
001-110-50230	Animal Control	1,100
001-110-50290	Drug Seizure Expense	0
001-110-50328	Admin. Hearing Prosecutor	0
001-110-50329	Admin. Hearing Judge	0
001-110-50330	Legal Expense	78,646
001-110-50360	Other Prof. Services	1,100
001-110-50400	Crime Lab Services	9,020
001-110-50510	Postage Expense	1,100
001-110-50520	Telephone Expense	8,800
001-110-50610	Membership/Subscription	16,500
001-110-50620	Travel & Meeting Expense	770
001-110-50630	Training Expense	9,900
001-110-50710	Utilities	1,375
001-110-60510	Office Expense	7,150
001-110-60511	Office Equip. - Maint. & Repairs	3,300
001-110-60542	Hardware - Maintenance	6,050
001-110-60543	Software - Maintenance	12,650
001-110-60545	Internet Expense/Cable/Email	6,050
	SubTotal Contractual:	<u>486,751</u>

001-110-60540	Hardware	6,600
001-110-60541	Software	2,200
001-110-60550	Gasoline	41,800
	SubTotal Commodities:	<u>50,600</u>
001-110-80210	Capital Outlay	97,185
	SubTotal Capital Outlays:	97,185
001-110-90900	Misc. Expense	2,200
	SubTotal Miscellaneous:	2,200
	Total Police Expenditures:	2,360,441

12. NEW BUSINESS

c. Approval of a Contract with Administrative Consulting Services, LLC for Assistance with Developing and Submitting for Potential Grant Funding Opportunities

ISSUE: Approval of a Contract with Administrative Consulting Services (ACS) for Grant Searches and Application

RECOMMENDATION: Approve

BACKGROUND:

Several grants will be available for Police Agencies in 2024, such as grants for body and dashboard cameras. The agreement includes unlimited grant writing, research, and maintenance on all current/future projects for the Riverwoods Police Department. ACS will explore all federal, state, and private funding opportunities and work with the department to establish itself as a viable candidate for future grant opportunities. The annual cost for this service contract is \$10,000.00.

ENCLOSED DOCUMENT(S):

ACS Agreement

TRUSTEE/STAFF: Chief Dayno

Option #3

This includes unlimited grant writing, research and maintenance on all current/future projects for the Riverwoods Police Department. Our company will explore all federal, state and private funding opportunities along with working with the department to establish itself as a viable candidate for future grant opportunities. We will prepare monthly, quarterly and annual reports related to any previous, current and future grants, maintain and keep current all grant related portals/accounts and be available to your department (via phone/email) 24/7. Your consultant will have at least 10 years of grant writing experience, previous law enforcement and administrative experience and be available to you throughout the year. All grants and related work we prepare are property of the police department and remain with you after our contract is over. There is no overage charge associated with this contract therefore, there is no cap on the number of grants we prepare for your department.

Your annual cost for this service contract is \$10,000.00.

*The most cost effective and popular option is #1 as your department will get a return on the contract immediately after the first admin project is completed. However, all three can work depending on your needs. A.C.S. will take an aggressive approach on researching all funding opportunities for your organization and will do our best to provide funding solutions and administrative assistance for the police . Please take a look at our website to get a better understanding of the many services that we can provide for your departments.

****All service fees can be paid as a one-time payment or on a monthly, quarterly or Bi-annually basis.***

Again, please email or call me with any questions.

Thank you.

Todd Kupsak
847-727-9771

Administrative Consulting Specialists
www.administrativeconsultingspecialists.com

Village of Riverwoods Police Department

845 Saunders Rd.
Riverwoods, IL 60015

A.C.S. Service Contract

▪ **Contract Description**

For a period of one year from the date of the execution of this contract, Administrative Consulting Specialists (A.C.S.) will provide proposal development, and submission on potential funding opportunities (in the form of Federal, State, Private, & Foundational grants) for the Riverwoods Police Department. A.C.S. will explore all federal, state and private funding opportunities along with working with the police department to establish itself as a viable candidate for future grant opportunities. A.C.S. will attend required meetings, prepare monthly, quarterly and annual reports, maintain and keep current all grant related portals/accounts and be available (via phone/email) 24/7. All grants and administrative work prepared by A.C.S. are property of the Village and will remain with the police department after this contract is over. There is no overage charge associated with this contract, therefore there is no cap or limit to the number of grants applied to and/or awarded during this contract period.

The annual service fee due for this contract is \$10,000.00. for Option 3 of the service options (see attached)

This Contract may be terminated with 30 days' notice by the Village of Riverwoods Park Police Department to A.C.S. If this Contract is canceled by the client, then the client (Riverwoods PD) shall be entitled to a pro rata refund of the annual service fee based on the length of the annual period that remains after the effective date of the cancellation. In the event that there is a breach of this agreement, or payment is not made in time, and collection actions are necessary, A.C.S. will be entitled to recover all costs of litigation, including attorneys' fees and court costs.

the prevailing party

January 1st, 2024 - December 31th, 2024

A.C.S. acknowledges that it is providing consulting services solely as an independent contractor and not as a representative, employee, agent, or partner of the Village. Appendix A is attached to and made a part of this Agreement.

Payments on all financial commitments will be received within 30 days of the signed contract.

This Contract was executed this _____ day of _____, **2023**

Signature: _____

Administrative Consulting Specialists, LLC

Village of Riverwoods

Signature: _____

Title: _____

Attest: _____

City/Village Clerk

APPENDIX A

(“Contractor” when used below refers to A.C.S.)

1. **NON-ASSIGNMENT; SUCCESSORS:** This Contract shall not be assigned by Contractor nor its right, title or interest therein assigned, transferred, conveyed, or otherwise disposed of without the prior consent, in writing, of the Village (which consent the Village may withhold in its sole discretion) and any attempts to assign the Contract without the Village’s written consent are null and void. Subject to the foregoing, this Contract shall be binding upon and inure to the benefit of Contractor and the Village and their successors and permitted assigns.
2. **RECORD-KEEPING REQUIREMENT:** Contractor shall establish and maintain complete and accurate books, records, documents, accounts, and other evidence directly pertinent to performance under this Contract with respect to each grant awarded to the Village using Contractor’s services, for a minimum period of three (3) years after completion of the grant reporting periods (or as may be specified under the conditions of such grants). The Village President or any other person or entity designated by the Village President to conduct an examination, as well as the agency or agencies involved in the grants procured under this Contract, shall have access to such books, records, documents, accounts and other evidential material during such three (3) year period for the purposes of inspection, auditing and copying. If the Contract is extended and grant reporting duties continued, the period for Contractor’s preservation of records shall be extended to cover such extended reporting duties.
3. **COMPLIANCE WITH LAWS.** Contractor shall observe and comply with all applicable federal, state, county and municipal laws, statutes, regulations, codes, ordinances, and executive orders, in effect now or later and as amended, whether or not they appear in the Contract. Provisions required by laws, statutes, regulations, codes, ordinances, and executive orders to be inserted in the Contract are deemed inserted in the Contract whether or not they appear herein.
4. **ETHICS CERTIFICATION.** Contractor certifies that Contractor is not barred by law from contracting with the Village or with any other unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. Contractor further certifies that no officer, employee, or person who receives salary in whole or part from the Village is directly or indirectly interested in the Contract or in any of the profits thereof.
5. **CONFLICTING TERMS:** In the event of a conflict between the terms of the Contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.
6. **GENERAL PROVISIONS:** The Contract (i) constitutes the entire agreement between the parties and may be amended only by a written instrument signed by the parties hereto (or their successors), (ii) may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument and (iii) shall be governed by and construed in accordance with the laws of the State of Illinois. Receipt of an executed signature page to this Contract or any amendment hereof by .pdf or other electronic transmittal shall constitute effective delivery thereof.

7. VENUE: Disputes involving this Contract, including the breach of alleged breach thereof, must be heard in the Circuit Court for Lake County, Illinois, and each party waives any objection which it may have to the playing of venue in such court.

8. NOTICES: All notices required to be given hereunder shall be in writing and shall be addressed as follows, or as either party may subsequently designate by written notice to the other. All notices shall be delivered by email, recognized overnight delivery service, or by hand-delivery and shall be deemed given and effective upon: (i) the successful transmission of an email; (ii) the first business day after deposit with a recognized overnight delivery service; or (iii) upon receipt by hand-delivery. The parties' respective addresses for notice purposes are as follows:

The Village:

Village of Riverwoods
300 Portwine Road
Riverwoods, Illinois 60015
Attention: Village President
kford@riverwoods.gov

Contractor:

Administrative Consulting Specialists
9476 Bellaire Lane
Spring Grove, Illinois 60081
Attention: Todd Kupsak
info@administrativeconsultingspecialists.com

Administrative Consulting Specialists, LLC

Village of Riverwoods

Signature: _____

Village President

Attest:

Village Clerk

12. NEW BUSINESS

d. Approval of Purchase of Audio Visual Equipment for Village Hall from AVI Systems Inc.

ISSUE: Approval of an agreement with AVI Systems Inc. (AVI) for purchase of audio-visual equipment for the Village Hall conference rooms.

RECOMMENDATION: Approval

BACKGROUND:

The Village Hall has two conference rooms. Each of these rooms is used for various purposes including meetings between Village staff, Village consultants, and other third-party entities. At many of these meetings multiple participants need to attend the meetings remotely. Currently, Village staff will set up a laptop to view and hear these participants, which can create issues for everyone to see and hear the entire meeting.

These conference rooms are already equipped with large mounted televisions that can be utilized for video calls. The next step is to add a video-sound bar that would allow video call participants to see and hear the entire room, while also allowing those physically present to see and hear everyone participating remotely. These video-sound bars are equipped with cameras and microphones. The agreement is for purchase and installation of equipment for an amount of \$21,163. This purchase would supplement the existing technology in our conference rooms to allow more functional meetings for Village staff.

ENCLOSED DOCUMENT(S):

AVI Sales Agreement

TRUSTEE/STAFF: Finance Director Tony Vasquez

Retail Sales Agreement



Proposal Number: 1216978
Prepared For: Riverwoods, Village of
Attn: Tony Vasquez

Prepared By: Steve Johnson
Phone: (630)477-2325
Email: steve.johnson@avisystems.com

Proposal Date: November 06, 2023
Village of Riverwoods - Conference Room Upgrades
Project:
Project Number:

AVI Systems Inc.
703 West Algonquin Road, Arlington Heights, IL 60005
Phone: (630)477-2300
Fax: (630)477-2301

INVOICE TO

Attn: Tony Vasquez
Riverwoods, Village of
300 Portwine Rd
Riverwoods, IL 60015

Phone: (847)945-3990
Email: tvasquez@riverwoods.gov
Customer Number: 6784

SITE

Attn: Tony Vasquez
Riverwoods, Village of
300 Portwine Rd
Riverwoods, IL 60015

Phone: (847) 945-3990
Email: tvasquez@riverwoods.gov

COMMENTS

PRODUCTS AND SERVICES SUMMARY

Equipment	\$8,564.00
Integration	\$10,731.00
PRO Support	\$1,500.00
Shipping & Handling	\$368.00
Tax	\$0.00
Grand Total	\$21,163.00

Unless otherwise specified. The prices quoted reflect a discount for a cash payment (i.e., check, wire transfer) made by Customer in full within the time stated for payment on each invoice. Discount only applies to new items included on the invoice, and only applies if the balance on the invoice is paid in full.

All returned equipment is subject to a restocking charge. The prices are valid for 15 days and may be locked in by signing this Retail Sales Agreement.

Overdue balances are subject to a finance charge of 1.5% per month, or interest at the highest rate permitted by applicable law. In the event AVI must pursue collection of unpaid invoices, Customer agrees to pay all of AVI's costs of collection, including its attorneys' fees.

INVOICING AND PAYMENT TERMS

Customer and AVI have agreed on the payment method of CHECK. Payment must be remitted by stated method. To the extent Customer seeks to use of any payment methods other than stated, and that payment method results in an increased transaction cost to AVI, the new payment must be approved in writing, and the Customer shall be responsible for paying the increased transaction cost to AVI associated with the change in payment method. Payments shall be made 30 days from invoice date. So long as the invoice has been sent and the Customer's payment is made within the terms work will continue.

AVI uses progress billing, and invoices for equipment and services allocated to the contract on a monthly basis. Unless otherwise specified, all items quoted (goods and services) as well as applicable out of pocket expenses (permits, licenses, shipping, etc.) are invoiced in summary (including applicable sales taxes due for each category of invoiced items).

Customer is to make payments to the following "Remit to" address:

AVI Systems
PO Box 842607
Kansas City, MO 64184-2607

Customer must make all payments in the form of bank wire transfers or electronic funds transfers through an automated clearinghouse with electronic remittance detail, in accordance with the payment instructions AVI Systems provides on its invoice to Customer.

A monthly summary of detailed equipment received is available upon request. Equipment received may be different than equipment billed based on agreed billing method.

TAXES AND DELIVERY

Unless stated otherwise in the Products and Services Summary above, AVI will add and include all applicable taxes, permit fees, license fees, and delivery charges to the amount of each invoice. Taxes will be calculated according to the state law(s) in which the product(s) and/or service(s) are provided. Unless Customer provides a valid tax exemption certificate for any tax exemption(s) claimed, AVI shall invoice for and collect all applicable taxes in accordance with state law(s), and Customer will be responsible for seeking a tax credit/refund from the applicable taxing authority.

AGREEMENT TO QUOTE AND DOCUMENTS CONSTITUTING YOUR CONTRACT WITH AVI

Customer hereby accepts the above quote for goods and/or services from AVI. When duly executed and returned to AVI, AVI's Credit Department will check Customer's credit and approve the terms. After approval by AVI's Credit Department and signature by AVI, this Retail Sales Agreement will, together with the AVI General Terms & Conditions (which can be found at <http://www.avisystems.com/TermsOfSale>) form a binding agreement between Customer and AVI. (This Retail Sales Agreement and the AVI General Terms & Conditions of Sale (the T&Cs) are referred to collectively as the Agreement). If not defined in this Agreement, all capitalized terms shall have the meaning given to them in the T&Cs. Should AVI's Credit Department determine at any point prior to AVI commencing work that Customer's credit is not adequate, or should it otherwise disapprove of the commercial terms, AVI reserves the right to terminate the Agreement without cause and without penalty to AVI.

AGREED AND ACCEPTED BY

	AVI Systems, Inc.
_____ Company	_____ Company
_____ Signature	_____ Signature
_____ Printed Name	_____ Printed Name
_____ Date	_____ Date

CONFIDENTIAL INFORMATION

The company listed in the "Prepared For" line has requested this confidential price quotation, and shall be deemed "Confidential Information" as that term is defined in the T&Cs. This information and document is confidential and is intended solely for the private use of the customer identified above. Customer agrees it will not disseminate copies of this quote to any third party without the prior written consent of AVI. Sharing a copy of this quote, or any portion of the Agreement with any competitor of AVI is a violation of this confidentiality provision. If you are not the intended recipient of this quote (i.e., the customer), you are not properly in possession of this document and you should immediately destroy all copies of it.

PRODUCTS AND SERVICES DETAIL

PRODUCTS:

<u>Model #</u>	<u>Mfg</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Extended</u>
Mayor's Office					
OFE	OWNER	Existing Sharp LC-70LE661U, 70"LED HDTV	1	\$0.00	\$0.00
OFE	OWNER	Existing Chief XSM1U, Micro-Adjust Fixed Wall Mount, X-Large	1	\$0.00	\$0.00
FCAV1U	CHIEF	FUSION PULLOUT	1	\$357.00	\$357.00
CSPR	CHIEF	COMPONENT STORAGE PANEL REMOVABLE	1	\$164.00	\$164.00
OFE	OWNER	Existing Crestron HDMI Extender Kit	1	\$0.00	\$0.00
OFE	OWNER	Existing CATV Tuner	1	\$0.00	\$0.00
842415-1110	BOSE	VB1 Videobar 120V US	1	\$1,162.00	\$1,162.00
869196-0010	BOSE	Videobar Display Mounting Kit	1	\$129.00	\$129.00
939-001802	LOGITECH	25M LOGI VC STRONG USB 3.1 CABLE	1	\$576.00	\$576.00
C2G-28868	C2G	USB C to A 3.0 Female Adapter	1	\$16.00	\$16.00
C2G-40614	C2G	VELO 3.5 M STEREO TO (2) RCA M ST 6 FT	1	\$17.00	\$17.00
C2G-56783	C2G	6ft/1.8M High Speed HDMI Cable w/ Eth	1	\$11.00	\$11.00
UL603CB-6	TRIPPLITE	POWER STRIP 4OUT 6FT METAL	1	\$43.00	\$43.00
Sub-Total: Mayor's Office					\$2,475.00
Conference Room 111					
OFE	OWNER	Existing Sharp PN-LE901, 90" Display	1	\$0.00	\$0.00
OFE	OWNER	Existing Chief XSM1U, Micro-Adjust Fixed Wall Mount, X-Large	1	\$0.00	\$0.00
FCAXV1U	CHIEF	XL FUSION PULLOUT ACCS	1	\$544.00	\$544.00
CSPR	CHIEF	COMPONENT STORAGE PANEL REMOVABLE	2	\$164.00	\$328.00
OFE	OWNER	Existing Crestron DM-RMC-4K-SCALER-C, 4K DM Receiver & Room Controller w/Scaler	1	\$0.00	\$0.00
OFE	OWNER	Existing Crestron MPC-M10-W, Media Presentation Controller - 10 buttons & volume	1	\$0.00	\$0.00
OFE	OWNER	Existing JBL CONTROL 26CT, 6.5"CEILING SPKR W/X-FRMER (Conference Room)	4	\$0.00	\$0.00
OFE	OWNER	Existing Crestron HDMI Extender Kit	1	\$0.00	\$0.00
OFE	OWNER	Existing CATV Tuner	1	\$0.00	\$0.00
R9861622USB2	BARCO	CX-50 GEN2 set, certified in line with North American wireless requirements & TAA compliant	1	\$3,318.00	\$3,318.00
R9861600P01CUS	BARCO	CLICKSHARE TRAY+ BUTTONS SET	1	\$346.00	\$346.00
R9861581	BARCO	HDMI IN to USB-C convertor kit	1	\$128.00	\$128.00
842415-1110	BOSE	VB1 Videobar 120V US	1	\$1,162.00	\$1,162.00
869196-0010	BOSE	Videobar Display Mounting Kit	1	\$129.00	\$129.00
C2G-50610	C2G	8ft/2.4M High Speed HDMI Cable w/ Eth	2	\$10.00	\$20.00
C2G-50611	C2G	12ft/3.6M High Speed HDMI Cable w/ Eth	1	\$16.00	\$16.00
C2G-27153	C2G	10FT CAT6 SNAGLESS UTP CABLE-BLK	1	\$7.00	\$7.00
AVI-TBD-MATERIAL	TRIPPLITE	U329-000-10G, USB-C to USB-A Adapter (F/M), USB 3.2 Gen 2 (10 Gbps)	4	\$12.00	\$48.00
UL603CB-6	TRIPPLITE	POWER STRIP 4OUT 6FT METAL	1	\$43.00	\$43.00
Sub-Total: Conference Room 111					\$6,089.00

Integration

Project Management
In Shop Fabrication
On Site Integration
Testing & Acceptance
Training
Integration Cables & Connectors
Engineering & Drawings

Sub-Total: Integration **\$10,731.00**

Total: **\$19,295.00**

PRO SUPPORT:

<u>Model #</u>	<u>Mfg</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Extended</u>
AVISSA1YR	AVI SYSTEMS	1 Year System Support Agreement	1	\$1,500.00	\$1,500.00

Refer to Page 1 for the Grand Total that includes Taxes, and Shipping & Handling.

SERVICES TO BE PROVIDED

INTEGRATION SERVICES

INTEGRATION SCOPE OF WORK

- A. **A. SUMMARY:** The Village of Riverwoods is seeking to upgrade the existing AV systems in the Mayor's Office and Conference Room 111 located on the 1st floor of the village hall. Primary upgrades will include adding videoconferencing technology to the existing presentation systems in each room.

B. SYSTEM DESCRIPTION:

Mayor's Office

- Functionality Description: The Mayor's Office is currently configured for basic presentation only from wired laptop HDMI input and CATV tuner. The proposed upgrade reuses the existing 70" LED Smart TV and adds economic video conferencing for soft-codec BYOD usage with a new all-in-one USB videobar.
- Display:
 - Reuse existing 70" LED Smart TV and mount.
 - Add (1) new pull-out accessory for ease of rear-access/service.
 - Add (1) component storage panel for clean mounting of all devices behind display.
- Source Devices:
 - OFE Laptop PC from table.
 - Reuse existing Crestron HDMI extender from table to display. Connect to TV input 1
 - Videobar HDMI output will feed TV HDMI input 2
 - Abandon in-place HDMI wall-plate above credenza
 - Reuse existing Xfinity CATV Tuner – connected to TV HDMI input 3
 - Add (1) long active USB-C cable for BYOD connection to videobar
- Audio:
 - When TV is set to HDMI input 1 (Table HDMI) or HDMI 3 (CATV), audio from these sources will route out of the TV analog audio output and into the videobar speakers.
 - USB laptop connection/Videoconferencing audio will always route directly to the videobar speakers.
 - TV speaker level will be turned off so all room audio will come out of the videobar speakers.
- Conferencing:
 - Add (1) all-in-one video bar for soft-codec web-conferencing mounted below display.
 - Videobar includes built-in speakers, microphone array, and 4K camera with autoframing.
 - System can utilize 1-cable or 2-cable solution. 1-cable uses the USB-C cable only for connecting camera/mic/speaker and passing laptop video and audio but requires customer to install DisplayLink software. 2-cable solution uses HDMI cable for content and USB-C cable for audio/camera connectivity.
 - USB-C to USB-A adapter at table
- Switching:
 - n/a
- Controls:
 - TV handheld remote for switching TV video source.
 - Bose remote control for adjusting videobar settings
- Equipment Location:
 - All other equipment located as noted above.
 - AVI will attempt to use the existing floorbox cable pathway currently used for the HDMI extender to the TV as the pathway to pull the new active USB cable for the videobar. The USB cable is 25m (82ft). AVI may use the existing CAT cable to more easily pull thru the new USB cable; if so, AVI will pull and terminate a new shielded CAT cable for the HDMI extender. It is also assumed that the cable pathway stubs-up to a nearby ceiling, and is within the USB cable distance, and that both the CAT cable and USB cable (and USB cable end) will fit through the existing conduit. If discovered that the new USB cable will not fit, AVI will propose a change-order for a USB 3 (CAT cable) extender kit in lieu of the USB cable, which will have an increased cost and lead-time to the project.

Videoconferencing workflow:

1-cable solution (using the USB cable ONLY)

User must download a DisplayLink driver here:

<https://www.displaylink.com/downloads>

This allows all conferencing connectivity to the videobar (camera/microphone/speaker), but also enables the HDMI output of the Bose to pass the laptop content to the display.

- Must set TV to HDMI input 2

2-cable solution (using USB cable & HDMI cable)

If the user cannot install the DisplayLink driver, they must use 2 cables connected to their laptop.

- USB cable for connecting the videobar as a webcam/mic/speakerphone device.
- HDMI cable at table connected for laptop content output.
- Set the TV to "HDMI Input 1". This will send laptop content to the TV, but also route audio output from the laptop back into the Bose soundbar.

Launch your preferred video conferencing software (Zoom, Teams, Google, etc.) and set your system devices to "Bose VB1"

Adjust the "Autoframing" feature which zooms/frames up the room participants. You can turn this on/off via the Bose handheld remote.

Conference Room 111

- Functionality Description: Conference Room 111 is currently configured for basic presentation from local wired laptop HDMI input, cable TV viewing, and video-feed overflow from the boardroom. Laptop HDMI and CATV currently use the TV's built-in speakers; Boardroom overflow feed uses ceiling speakers. The proposed upgrade reuses the existing 90" LCD commercial display, adds economic basic video conferencing for soft-codec BYOD usage, and sends audio from laptop, CATV, and videoconferencing out the videobar.
- Display:
 - Reuse existing 90" LCD commercial display and mount.
 - Add (1) new pull-out accessory for ease of rear-access/service
 - Add (2) component storage panels for clean mounting of all devices behind display.
- Source Devices:
 - OFE Laptop PC from table.
 - Reuse existing Crestron HDMI extender from table to display. Connect to HDMI input of Barco Clickshare (via HDMI IN to USB-C converter)
*Original front-wall HDMI input plate below display was abandoned
 - (1) new Barco Clickshare wireless conferencing device, connected to display HDMI input 2
 - Reuse existing Xfinity CATV Tuner – connected to display HDMI input 3
- Audio:
 - All videoconferencing, HDMI laptop and CATV audio will route through the videobar speakers.
 - TV speaker level will be turned off so all room audio will come out of the videobar speakers.
 - Overflow audio from Boardroom will remain as-is, using the ceiling speakers.
- Conferencing:
 - Add (1) all-in-one video bar for soft-codec web-conferencing mounted below display.
 - Videobar includes built-in speakers, microphone array, and 4K camera with autoframing.
 - (1) Wireless videoconferencing using Barco Clickshare Conference device.
 - Users connect with Clickshare USB-C button or *Clickshare App
 - [*See workflow capabilities for Windows, Mac, or Mobile Device compatibility](#)
 - The Barco ClickShare system offers a variety of ways to connect wirelessly to both the customer wireless network(s). AVI to review/discuss wireless connectivity and network deployment options with customer prior to system installation. Each scenario/configuration option has implications to both ease of use and customer/guest wireless connectivity.
 - Unit comes with (2) USB-C ClickShare buttons. AVI to provide (2) additional buttons and storage tray.
- Switching:
 - Via existing Crestron wall button controller system.
- Controls:
 - Existing Crestron wall button controller – use as-is; no control program changes.
 - Bose remote control for adjusting videobar settings
- Equipment Location:
 - All other equipment located as noted above.
 - Depending on ClickShare wireless configuration, the customer may need to provide (1) wired LAN port to their network at the display wall.

AVI will test and configure videobars and ClickShare unit prior to installing on site.

Training includes up to 2 hours of end-user training.

*Prevailing Wage for site labor is included.

C. EXCLUSIONS: The following work is **not included** in our Scope of Work:

- All conduits, high voltage, wiring panels, breakers, relays, boxes, receptacles, etc.
- Concrete saw cutting and/or core drilling
- Firewall, ceiling, roof, and floor penetration
- Necessary gypsum board replacement and/or repair
- Necessary ceiling tile or T-bar modifications, replacements, and/or repair
- Structural support of equipment *AVI Systems is not responsible for building-related vibrations
- Installation of the ceiling-mounted projection screen
- All millwork (moldings, trim, cutouts, etc.)
- Patching and Painting
- Permits (unless specifically provided for and identified within the contract)
- Unless otherwise stated, the pricing in this agreement does not include prevailing wage or union labor
- Unless specifically noted, lifts and scaffolding are not included

D. CONSTRUCTION CONSIDERATIONS:

In order to accomplish the outlined goals of this project, the Customer will be responsible for contracting with an outside entity to make the necessary modifications to the space as directed by AVI Systems. The costs associated with these modifications are not included in this proposal.

E. NOTICE: THIS SCOPE OF WORK IS DELIVERED ON THE BASIS OF THE FOLLOWING ASSUMPTIONS:

- The room(s) match(es) the drawings provided.
- Site preparation by the Customer and their contractors include electrical and data placement per AVI Systems specification.
- Site preparation will be verified by AVI Systems project manager or representative before the scheduling of the installation. All work areas should be clean and dust free prior to the beginning of the on-site integration of electronic equipment.
- Customer communication of readiness will be considered accurate and executable by AVI Systems project manager.
- In the event of any arrival to the site that AVI Systems is not able to execute work efficiently and definably progress, the Customer will be charged a fee to reimburse AVI Systems for all lost time and inefficiencies. At this time, the Customer will be presented with a Contract Change Order and will/may halt work until acceptance by the Customer and rescheduling of the integration effort is agreed upon.
- Rescheduling and redeployment of AVI Systems technicians due to unacceptable site preparation may cause scheduling delays of up to 10 business days.
- There is ready access to the building/facility and the room(s) for equipment and materials.
- There is secure storage for equipment during a multi-day integration.
- If Customer furnished equipment and existing cabling are to be used, AVI Systems assumes that these items are in good working condition at this time and will integrate into the designed solution. Any repair, replacement, and/or configuration of these items that may be necessary will be made at an additional cost.
- All Network configurations, including IP addresses, are to be provided, operational and functional before AVI Systems integration begins. AVI Systems will not be responsible for testing the LAN connections.
- Cable or Satellite drops must be in place with converter boxes operational before the completion of integration. Any delay resulting in extra work caused by the late arrival of these items will result in a change order for time and materials.
- Document review/feedback on drawings/correspondence will be completed by the Customer within two business days (unless otherwise noted).
- The documented Change Control process will be used to the maximum extent possible – the Customer will have an assigned person with the authority to communicate/approve project Field Directed Change Orders and Contract Change Orders (see Appendix).
- In developing a comprehensive proposal for equipment and integration services, AVI Systems' Sales Representatives and Engineering teams must make some assumptions regarding the physical construction of your facility, the availability of technical infrastructure, and site conditions for installation. If any of the conditions we have indicated in the site survey form are incorrect or have changed for your project or project site, please let your Sales representative know as soon as possible. Conditions of the site found during the integration effort, which are different from those documented, may affect the price of the system solution, integration, or services. To ensure that you have an accurate proposal based on your facility and specific to the conditions of your project, please review all project documentation carefully.

F. INTEGRATION PROJECT MANAGEMENT PROCESSES

AVI Systems will follow a foundational project management process which may include the following actions/deliverables (based on the size/complexity/duration of the integration project):

- Site Survey – performed prior to Retail Sales Agreement and attached
- Project Welcome Notice – emailed upon receipt of Purchase Order
- Project Kick-Off meeting with Customer Representative(s) – either by phone or in-person
- Project Status reviews – informal or formal – either by phone or in person (based on the size/complexity/duration of the project)
- Project Change Control – comprised of Field Directed Change Order and/or Contract Change Order submittals (see Appendix)
- Notice of Substantial Completion (see Appendix) – at Customer walk-through – prior to Service Transition

G. KNOWLEDGE TRANSFER (TRAINING)

This is geared specifically towards the end-user / operator. The purpose of this knowledge transfer is to provide operators with the necessary knowledge to confidently and comfortably operate all aspects of the integrated system. Areas covered include the following:

- Equipment and system overview
- Equipment operation and function
- Equipment start-up, stop and shut down
- Equipment automatic and manual operation
- Discussion and documentation relating to control system operation
- Discussion and documentation relating to the system processor and its control applications
- Powering up and powering down the AV system via the control system
- Manual operation of display systems, audio systems, and all other related components
- Use/operation of patch panels, when and where to be used
- Whom to call when help is required

H. AVI SYSTEMS INTEGRATION SERVICES RESPONSIBILITIES

AVI Systems will provide services/work for the project as described above in the Scope of Work or per the attached separate Scope of Work document detailing the scope of work to be performed.

- Provide equipment, materials, and service items per the contract products and services detail.
- Provide systems equipment integration and supervisory responsibility for the equipment integration.
- Provide systems configuration, checkout, and testing.
- Provide project timeline schedules.
- Provide necessary information, as requested, to the owner or other parties involved with this project to ensure that proper AC electrical power and cableways and/or conduits are provided to properly integrate the equipment within the facilities.
- Provide manufacturer-supplied equipment documentation.
- Provide final documentation and “as built” system drawings (CAD) - if purchased.
- Provide system training following integration to the designated project leader or team.

I. CUSTOMER INTEGRATION SERVICES RESPONSIBILITIES

- Provide for the construction or modification of the facilities for soundproofing, lighting, electrical, HVAC, structural support of equipment, and decorating as appropriate. Includes installation of any ceiling-mounted projection screen.
- Provide for the ordering, provisioning, installation, wiring, and verification of any Data Network (LAN, WAN, T1, ISDN, etc.) and Telephone Line (Analog or Digital) equipment and services prior to on-site integration.
- Provide all necessary cableways and/or conduits required to facilitate AV systems wiring.
- Provide all necessary conduits, wiring, and devices for technical power to the AV systems equipment.
- Provide reasonable access of AVI Systems personnel to the facilities during periods of integration, testing, and training, including off hours and weekends.
- Provide a secure area to house all integration materials and equipment.
- Provide a project leader who will be available for consultation and meetings.
- Provide timely review and approval of all documentation (Technical Reports, Drawings, Contracts, etc.).

ENGINEERING SERVICES

ENGINEERING SCOPE OF WORK

Update and revise Mayor’s Office and Conference Room drawing set to show floorplan, elevation and mounting details, and flow/connectivity diagrams.

CUSTOMER CARE

CUSTOMER CARE SERVICES TO BE PROVIDED

Customer Care is the ongoing care and maintenance services delivered to keep your System(s) functioning as originally designed and installed. AVI Systems will perform the services below, as further described in the Definitions, for covered Systems.

Customer Care Entitlement Matrix

Entitlement	Definition	System Support	Service Level
Incident Management	AVI Systems provides Priority Support to troubleshoot, remediate, and escalate all Incidents through to resolution.	Included	Remote initiation within two (2) business hours, Monday through Friday, during standard hours (8 am-5 pm local time, excluding holidays)
Remote Support	AVI Systems provides remote Priority Support for supported systems to diagnose and resolve incidents.	Included	Remote response within (8) business hours, Monday through Friday during standard hours (8 am-5 pm local time, excluding holidays)
Onsite Support	AVI Systems provides Priority Support for technician dispatch to the client location to diagnose and resolve an Incident.	Included	Onsite response within eight (8) business hours, Monday through Friday, during standard hours (8 am-5 pm local time, excluding holidays)
Advanced Parts Replacement	AVI Systems provides advanced replacement of failed hardware	Included	Repair and/or replacement is manufacturer dependent. Loaner Equipment on Best Effort basis

	components. Does not include consumables or obsolete equipment.		
Software Update Assistance	AVI Systems provides labor to implement updates of existing software to correct software errors and/or resolve incidents	Included	
System Training	AVI Systems conducts user training to cover the operation of the system and how to contact AVI Systems for support. Technical, Administrative, or Product Specific training is available separately from this agreement.	Included	Remote user training, scheduled at least one (1) week in advance
System Health Checks	AVI Systems personnel perform preventative maintenance. Includes cleaning, adjustments, functional tests, and replacement of parts to keep the system equipment in efficient operating condition.	Included	One (1) System Health Check per year, each scheduled at least one (1) week in advance
Asset Management	AVI Systems tracks asset information for Systems.	Included	

CUSTOMER CARE DEFINITIONS

System – the items listed in the Products and Services Detail section of this Agreement or listed on an attached Equipment List with the exception of Consumables, Owner Furnished Equipment, and Obsolete Equipment.

Priority Support – all work under AVI Systems support agreements with Customers is scheduled ahead of any other on-demand work.

Remote Support – a service whereby remote calls are made to communications and terminal equipment via Customer provided IP connection to determine failures and remedies. Only available where equipment is capable and configured by AVI Systems to provide same.

Onsite Support - Service level response assumes the client location is within 60 miles of an AVI Systems Service Center. Additional travel costs may apply if the client’s location is beyond 60 miles of an AVI Systems Service Center.

Consumables – parts such as recording media, batteries, projection lamps, bulbs, etc. Consumables are parts that are not included in this Agreement.

Obsolete Equipment – items (though possibly still in use) that are outdated with no manufacturer support or parts availability or products with the formal end of life as defined by their manufacturer. Obsolete Equipment is parts that are not included under this Agreement.

Loaner Equipment – tabletop LCD projectors and flat-screen monitors under 50”. Tabletop projectors are not integrated into a system. Flat screen monitors will be installed onto a wall if reasonably possible.

Best Effort – AVI Systems strives to provide the Service or repair any Incident in an appropriate and generally accepted manner using the resources available but makes no promise in this reference.

Advanced Parts Replacement - Provides for recycling of equipment covered in a system or consumables with no additional fees. Includes coverage for shipping to/from the manufacturer for equipment sent for warranty diagnosis, repair, or exchange.

Software Update Assistance – revisions of existing software, which provide maintenance to correct software errors. Assumes software is provided at no charge by the manufacturer or covered under a valid manufacturer maintenance contract. Cascading software dependencies may impact the ability to issue updates. Software and features which require additional licensing are not included under this Agreement. Changes to custom templates or scripts after initial deployment are available separately from this agreement.

SYSTEM SUPPORT TERMS

Coverage Dates – Unless otherwise stated, the service coverage date will be effective as of substantial completion or the System Support Agreement invoice date, whichever is applicable. Coverage will extend for the duration specified by the corresponding line-item description found in the Product and Services Detail section of this Agreement. AVI Systems reserves the right to withhold services until the invoice is paid in full.

Exclusions – For situations where AVI Systems is providing service or support under this Agreement, no cost service, maintenance, or repair shall not apply to the Equipment if any person other than an AVI Systems technician or other person authorized by AVI Systems, without AVI Systems, prior written consent, improperly wires, integrates, repairs, modifies or adjusts the Equipment or performs any maintenance service on it during the term of this Agreement. Furthermore, any Equipment service, maintenance, or repair shall not apply if AVI Systems determines, in its sole discretion, that the problems with the Equipment were caused by (a) the Customer's negligence; or (b) theft, abuse, fire, flood, wind, lighting, unreasonable power line surges or brownouts, or acts of God or public enemy; or (c) use of any equipment for other than the ordinary use for which such equipment was designed or the purpose for which such equipment was intended, or (d) operation of equipment within an unsuitable operating environment, or (e) failure to provide a suitable operating environment as prescribed by equipment manufacturer specifications, including, without limitation, with respect to electrical power, air conditioning, and humidity control.

Systems Support Terms are in addition to AVI Systems’ General Terms and Conditions of Sale.

Committee Reports

15. COMMITTEE REPORTS
 e. Building and Utilities/Storm Water

Village of Riverwoods
 Building Permits Issued
 For Date From 11/01/23 to 11/30/23

<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>
11/1/2023	PB12605	1400 SAUNDERS ROAD	Res New Construction	800,000.00					
11/2/2023	PB12403	1925 CALVIN CT	Reroof	29,635.38					
11/2/2023	PB12608	448 THORNGATE LANE	HVAC Replacement	8,703.00					
11/2/2023	PB12616	2685 EDGEWOOD COURT	Res Remodel	218,000.00					
11/2/2023	PB12617	690 BAY HILL COURT	Reroof	26,163.60					
11/3/2023	PB12615	8 JULIE LANE	Reroof	76,669.00					
11/14/2023	PB12619	1672 CLENDENIN LN	Reroof	63,800.00					
11/14/2023	PB12620	2600 CRESTWOOD LN	Reroof	20,800.00					
11/14/2023	PB12621	3115 DUFFY LN	Reroof	18,500.00					
11/14/2023	PB12622	2393 WEST COURSE DRIVE	Reroof	31,355.00					
11/14/2023	PB12623	2380 LEGENDS CT	Reroof	24,600.00					
11/14/2023	PB12626	1 COLUMBINE LN	Reroof	24,900.00					
11/15/2023	PB12520	1351 KENILWOOD LN	Reroof	13,500.00					
11/15/2023	PB12627	304 SAUNDERS RD UNIT C BLDG	Res Remodel	68,400.00					
11/16/2023	PB12618	5 TIMBERLINE LN	Siding	5,000.00					
11/16/2023	PB12628	7 BURR OAK TRL	Water and Sewer Repair	6,800.00					
11/16/2023	PB12629	1665 CLENDENIN LN	HVAC Replacement	13,000.00					
11/17/2023	PB12625	2510 RIVERWOODS ROAD	Reroof	18,045.00					
11/17/2023	PB12633	2274 BRAE BURN DR	Reroof	102,000.00					
11/20/2023	PB12634	2290 CONGRESSIONAL LANE	Reroof	21,700.00					
11/21/2023	PB12635	720 THORNMEADOW ROAD	Res - Windows/Doors	15,000.00					
11/28/2023	PB12636	1334 WOODLAND LN	Electrical	1,950.25					
11/30/2023	PB12624	1415 SHAWNEE TRL	Reroof	32,000.00					
11/30/2023	PB12637	2351 DAWSON CT	Reroof	20,362.78					
11/30/2023	PB12638	1650 CLENDENIN LN	Siding	30,000.00					
11/30/2023	PB12640	1350 SAUNDERS RD	Reroof	17,685.00					
11/30/2023	PB12641	4 COLUMBINE LN	Deck	34,800.00					
Total Permits	27			\$1,743,369.01	\$39,415.00	\$3,250.00	\$5,520.00	\$0.00	\$48,185.00
Nov, 2022	20			\$1,616,232.96	\$20,095.00	\$3,600.00	\$0.00	\$0.00	\$23,695.00
YTD 2021	317			\$10,367,118.42	\$148,897.25	\$51,570.00	\$0.00	\$11,720.00	\$212,187.25
YTD 2022	248			\$14,661,581.66	\$168,609.50	\$104,375.00	\$0.00	\$0.00	\$272,984.50
YTD 2023	527			\$22,754,876.82	\$161,141.61	\$56,443.00	\$89,623.75	\$0.00	\$306,297.36
Inspections	125								