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**01 02 2024**

**BOT**

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**FINAL PACKET**





**BOARD OF TRUSTEES**

Final Agenda  
300 PORTWINE ROAD  
RIVERWOODS, IL 60015  
January 2, 2024

**BOARD OF TRUSTEES MEETING**

7:30 P.M.

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

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
  - a. Board of Trustees December 19, 2023
5. FINANCE DIRECTOR'S REPORT
  - a. Approval of Bills
6. TREASURER'S REPORT
7. DIRECTOR OF COMMUNITY SERVICES REPORT
8. CONSULTANTS' REPORTS
  - a. ATTORNEY'S REPORT
  - b. ENGINEER'S REPORT
  - c. ECOLOGIST'S REPORT
9. PLAN COMMISSION REPORT
10. ZONING BOARD OF APPEALS REPORT
11. POLICE REPORT
12. FIRE DISTRICT REPORT
13. INFORMATION ITEMS & COMMENTS FROM THE PRESIDENT
14. NEW BUSINESS
  - a. Approval of a Contract with [AVI Systems] or [Abt] for Purchase and Installation of Audio Visual Equipment for Village Hall
  - b. Approval of a Contract with Oleson Construction for \$ 20,500 for the Repair and Replacement of Fire Hydrants
  - c. Approval of an Ordinance Amending the Village Code Concerning Registration of Certain Residential Properties
15. OLD BUSINESS
16. VISITORS WISHING TO ADDRESS THE BOARD

17. 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
  
18. EXECUTIVE SESSION
  - a. Litigation, Acquisition, Property, and Personnel
  
19. ESTABLISH TIME AND DATE FOR NEXT MEETING
  - a. Board of Trustees Regular Meeting January 16, 2024, 7:30 PM
  
20. ADJOURNMENT

# Minutes

Village of Riverwoods  
Board of Trustees Meeting  
December 19, 2023  
Draft

Present:

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

Also Present:

Bruce Huvad, Village Attorney  
Commander Pfitzenreuter, Police Department  
Stephen Witt, Director of Community Services  
Carissa Smith, Village Engineer  
Tony Vasquez, Finance Director  
Steve Zimmerman, Village Ecologist

The meeting was called to order at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes from the December 5, 2023 Finance Workshop. Trustee Dikin seconded the motion. The motion passed unanimously on a voice vote.

Trustee Jamerson moved to approve the minutes of the December 5, 2023 Board of Trustees meeting. Trustee Clayton seconded the motion. The motion passed unanimously on a voice vote.

Treasurer's and Finance Director's Report

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

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

NAYS: None (0)

Mr. Vasquez provided an update on the proposed purchase of audio visual equipment. He spoke with two companies that were recommended by Trustee Jamerson. One of the companies suggested the Village reach out to Abt Electronics or the original vendor that wired the building (AVI). The other company has not worked on government projects in the past and was not familiar with prevailing wage requirements. Mr. Vasquez is waiting on references from that vendor. Mr. Vasquez then reached out to Abt Electronics, who has worked with other municipalities and is familiar with prevailing wage. Abt

will provide a quote later this week. Mr. Vasquez also received a revised (lower) quote from AVI, the original proposer brought to the Board at the last meeting. AVI is known to Mr. Vasquez as he has previously worked on projects with AVI.

#### Director of Community Services Report

Mr. Witt reported the ISO is now called Verisk, and they work with the top 100 insurance carriers. Verisk has three programs that can affect insurance premiums for residential and commercial properties. The first is the PPC, which is the Public Protection Classification Program which helps communities evaluate fire protection services. The second is the CRS, which is the Community Rating Service Program that helps communities to analyze their efforts in the mitigation of flood damage. The Village will be coming up to the five-year evaluation of the program and residents may see a decrease in their flood insurance premiums. The third is the BCGES, which is the Building Code Effectiveness Grading Schedule which assesses the building codes in effect in the community as well as how the community enforces those codes. Verisk will likely want the Village to adopt a newer building code.

#### Village Ecologist Report

Mr. Zimmerman presented a State of the Woodlands report. The objective of the Village is to maintain and/or improve the ecological condition of existing natural areas so that ecosystems are sustainable and healthy in the future.

There are several different types of woodlands in the Village: floodplain woodland, Mesic woodlands, dry-Mesic woodlands, Mesic Savannah and northern Flatwoods. Mr. Zimmerman noted the Tree and Woodland Ordinances were updated in 2018. The Ordinances limit the removal of “Protected Woodland”, regulate tree removal, define protected, desirable trees and set mitigation requirements.

Mr. Zimmerman discussed the Village's 10-year woodland stewardship plan established in 2018. The plan covers 35 acres including the Chianti properties, the Village Hall campus, the Rivenberg property, and the Woodland Preserve.

Mr. Zimmerman reviewed the Village's cost share programs. Since 2016, more than 300 residents have participated in cost share programs.

Mr. Zimmerman discussed the oak decline syndrome, and the impact of climate change on the oak population.

#### Plan Commission Report

Plan Commission Chairperson Laurie Breitkopf reported the Plan Commission met on Wednesday December 13, 2023 and had a workshop with Teska to discuss the Plan Commission's role. The next meeting will be on January 4, 2024.

#### Zoning Board of Appeals Report

ZBA Chairperson Sherry Graditor reported the ZBA did not meet.

Police Report

The police activity is attached to the end of the minutes.

Information Items from the President

Mayor Ford posted the Board of Trustees meeting dates for 2024.

Mayor Ford provided a 2023 year review. Of note were the failure of the development proposals for the Federal Life and the Baxter properties. Village administration updates, including a new computer system and new staff, resulted in many improvements to Village operations. A common complaint has been a lack of enforcement, and enforcement is being addressed. A stormwater management survey was done and a new stormwater management committee is being formed. Communication has improved with a new website and electronic newsletter. Riverwoods now has a playground at Village Hall. A Community Services committee has been formed as well. 2023 has been a very busy year for Riverwoods.

New Business

Approval of Ordinance O-23-12-17 amending the Class B liquor license classification to provide for B-1 and B-2 liquor license classifications

Mr. Huvad explained the Village has a certain number of liquor license classifications. The Deerfield Park District golf course has their own liquor license classification. The Park District is moving to out source food and beverage service. If another company is taking responsible for food and beverage service then the Park District believes they should have their own liquor license. The B-2 classification was created and proposed for operators under contract with the Park District.

Trustee Jamerson moved to waive the first reading of the Ordinance. Trustee Dikin seconded the motion. The motion passed unanimously by a voice vote.

Trustee Jamerson moved for Second Reading and adoption of the Ordinance amending Class B liquor license classification to provide for B-1 and B-2 liquor license classifications. Trustee Clayton seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Approval of a Professional Services Contract for Human Resources Consulting with WRB, LLC

Mayor Ford discussed the Compensation and Benefits Committee findings, including weak onboarding for new employees, the need for general human resource services, and lack of professional record keeping.

Mr. Bill Balling discussed the proposal for two services: project services that require immediate attention and advisory services which would be ongoing. This is a retainer agreement for human resource services.

Trustee Jamerson moved to approve the professional services contract for human resources consulting with WRB, LLC. Trustee Smith seconded the motion.

The Trustees engaged in a detailed discussion on the terms of the agreement specifically the retainer, periodic reviews, project work versus retainer work, the need for human resources support, and oversight.

Trustee Jamerson, seconded by Trustee Smith, amended the motion to include WRB LLC would provide reporting quarterly and the contract would be considered for reauthorization after one year. The motion passed by the following vote:

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

#### Resolution R-23-12- adopting 2023 amendments to the Village Personnel Manual

Mr. Huvad noted there were some terminology changes and simplifications to be consistent with current statutes and practices. However, the main changes include paid holidays, sick leave, healthcare benefits and vacation time. There were some policies that were looked at as an impediment to recruitment. Mayor Ford noted the Compensation and Benefits Committee agreed with the proposed changes.

Discussion focused on paid time off with comments on tracking of sick days, recruiting issues, and current practice focusing on State and Federal holidays.

Trustee Clayton moved to approve the Resolution adopting 2023 amendments to the Village Personnel Manual. Trustee Jamerson seconded the motion.

The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Hollander, Jamerson (5)  
NAYS: Smith (1)

Discussion of agreement not to enforce declaration of covenant and restrictions (proposed Venn Point project in Parkway North)

Mr. Huvad informed the Board that a developer has expressed interest in developing a portion of Parkway North for townhomes and is requesting the Village enter into an agreement not to enforce a covenant entered into in 1995. The site is in the Village of Deerfield, and would have to go through their procedures. In 1995 the Village of Riverwoods was granted a covenant on that property requiring a set back for any development be no less than 300 feet from the center of Saunders Road. In order to evaluate the impact on the residents, Mr. Witt worked with the developer to determine the view from



certain properties in Thorngate. The restrictive covenant expires in 2025, and does not have an extension provision. Deerfield stated they would not process the developer's application with a restrictive covenant in place.

The Village requested a meeting with representatives of the Thorngate Owners Association to inform them of the proposed development. Concerns were raised regarding the visibility and access to the Thorngate playground. Mr. Huvard suggested entering into an agreement that the restrictive covenant could be removed upon evaluation of the site plan. The Village needs to ensure the building heights and proximity to the road are reasonable.

Mr. Witt noted that a sound barrier wall will be erected as part of the Saunders Road project. Additional landscaping would also help buffer any noise or visibility from the townhomes.

Nick Marietti, CEO of Venn Point Real Estate, was present and noted that the development would use the existing Parkway North entrance.

Discussion covered zoning control, community communication, target market for the proposed two - and three-bedroom townhomes, and the fact that the covenant expires in 14 months.

Trustee Clayton moved to direct the Village Attorney to prepare an agreement to forego enforcement of the covenant conditioned upon certain protections for the Thorngate residents. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

#### Old Business

There was no Old Business.

#### Visitors wishing to address the Board

Daphne Paras, 3070 Blackthorn, expressed concern about enforcement actions regarding her property and home occupation. Her concerns focused on Police communication with her children, parking, prior Village communications regarding use of her property, and response to her emails to the Board.

Trustee Dikin suggested developing a protocol for Board communications.

#### Adjournment

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

:

The meeting was adjourned at 9:49 pm

The next regular meeting of the Board of Trustees will take place on January 2, 2024 at 7:30 pm.

Respectfully submitted,

Transcribed by:  
Jeri Cotton

Attachments:  
Village Ecologist Presentation  
Police Report

minutes

# VILLAGE OF RIVERWOODS STATE OF THE WOODLANDS

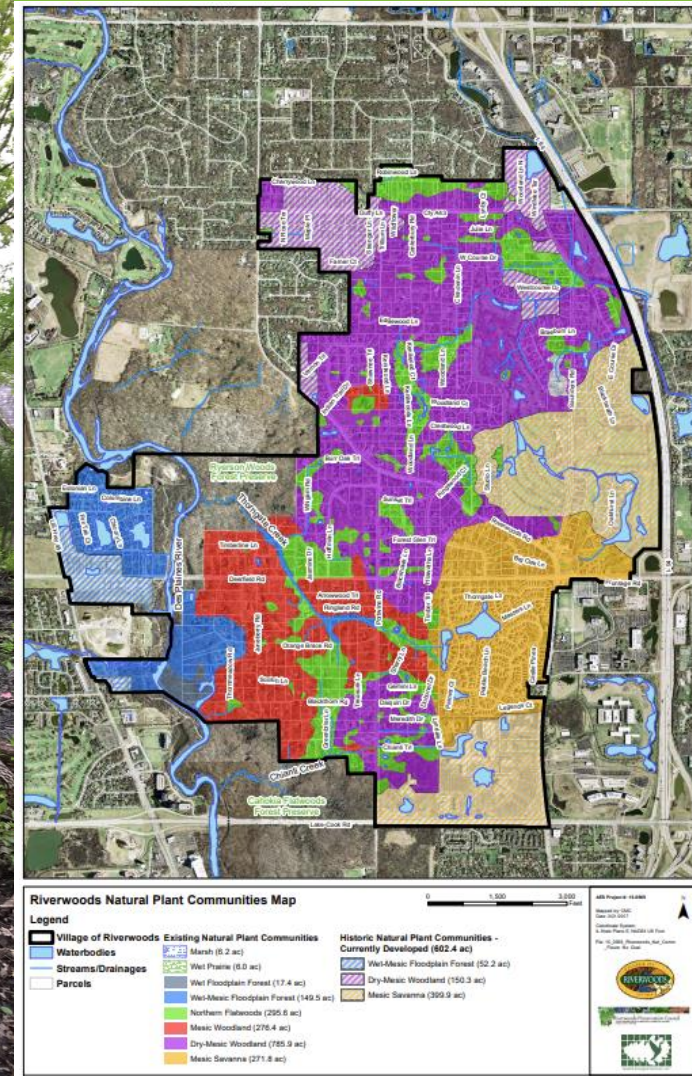
*The objective of the Village is to maintain and/or improve the ecological condition of existing natural areas so that ecosystems are sustainable and healthy in the future*





# 2015/16 WOODLAND COMMUNITIES MAPPING

- Floodplain Woodland = 17.4 acres
- Mesic Woodland = 149.5 acres
- Dry-Mesic Woodland = 785.8 acres
- Mesic Savanna = 271.8 acres
- Northern Flatwoods = 295 acres





# 2017 WOODLAND DELINEATION

The woodland boundary on each parcel was delineated using multi-spectral aerial imaging & site inspections.



**Riverwoods Woodland Delineation by Parcel (April 8, 2017)**

**1 TIMBERLEAF LANE**

**Legend**

- Parcel Boundaries
- Delineated Woodlands (April 8, 2017)
- Water bodies

**PARCEL NUMBER: 1525301025**

**PARCEL ACREAGE: 2.9**

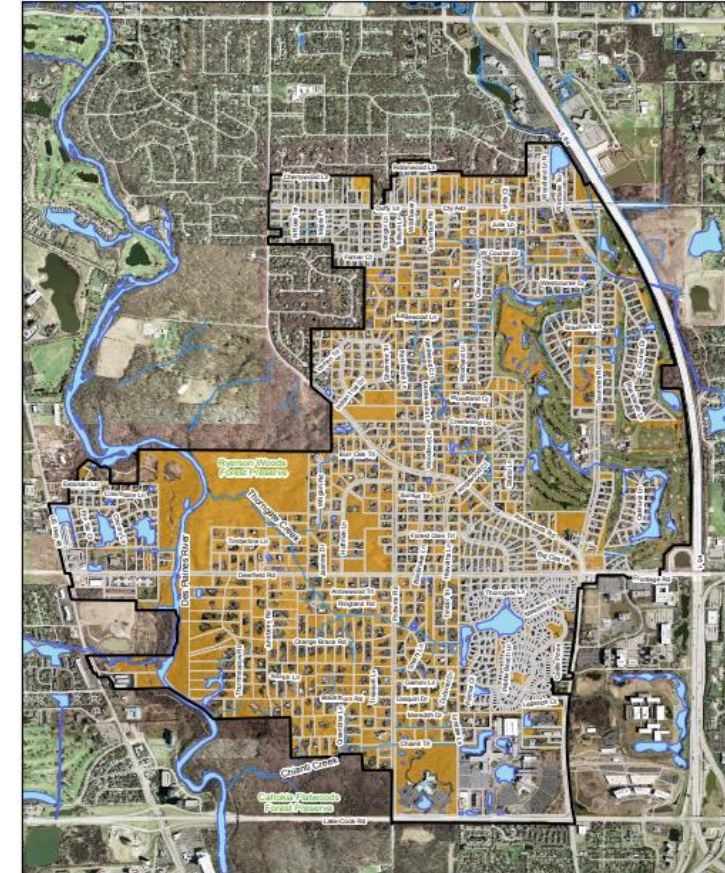
**WOODLAND ACREAGE: 1.88**

**% WOODLAND COVER: 64.9%**

AES Project #: 16-1011  
 Mapped by: CMC  
 Date: 9/8/2017  
 Coordinate System:  
 S. State Plane E. NAD83 US Foot

120 W. Main St.  
 West Dundee, Illinois 60018  
 Phone: 847-944-9385  
 Email: info@appliedeco.com  
 www.appliedeco.com

0 35 70 140 Feet



**Riverwoods Woodland Delineation Map (April 8, 2017)**

**Legend**

- Village of Riverwoods (2,569.4 Acres)
- Waterbodies
- Streams/Drainages
- Parcels
- AES Delineated Woodlands (April 8, 2017) (955.3 Acres)

0 1,000 2,000 Feet

AES Project #: 16-1011  
 Mapped by: CMC  
 Date: 9/8/2017  
 Coordinate System:  
 S. State Plane E. NAD83 US Foot

120 W. Main St.  
 West Dundee, Illinois 60018  
 Phone: 847-944-9385  
 Email: info@appliedeco.com  
 www.appliedeco.com



# 2018 TREE & WOODLAND ORDINANCE

- In 2018 Tree & Woodland Ordinances were updated and combined.
- Woodland Ordinance limits removal of “Protected Woodland” to no more than 20% based on 2017 Woodland Delineation Maps.
- “Regulated Tree”: at least 1.5” dia. & ≥6 feet tall.
- All trees are “Regulated” but only “Desirable Native Trees” (condition 1-4) & 80% of root zone are protected.
- Removal of “Desirable Native Trees” or ≥ 20 CRZ requires mitigation:
  - fee based on diameter of desirable tree(s)
  - ≥\$5K -option to implement an “Ecological Mitigation Plan”

# 10-YEAR WOODLAND STEWARDSHIP PLAN

- Village Board approved 10-year plan in August 2018.
- Each year of plan is contracted separately.
- 35 Acres: Chianti Lots, Village Hall/North Lot, Rivenberg, Woodland Preserve
- 2023 was year 5 of plan.



All Lots (2018-2029) Woodland Management Schedule

Task/Description	2018		2019				2020				2021				2022-2029			
	Nov	Dec	Jan	Feb	Aug	Sept	Mar	Apr	Aug	Sept	Aug	Sept	Nov	Dec	Aug	Sept	Nov	Dec
Invasive Shrub Removal	■	■	■															
Canopy Thinning			■	■														
Prescribed Burning (ever 4 years)													■	■			■	■
Interseeding													■	■				
Annual Invasive Species Control			■	■	■	■			■	■	■	■			■	■		
Project Ecologist Oversight			■	■														
Project Ecologist Monitoring/Report					■				■		■				■			

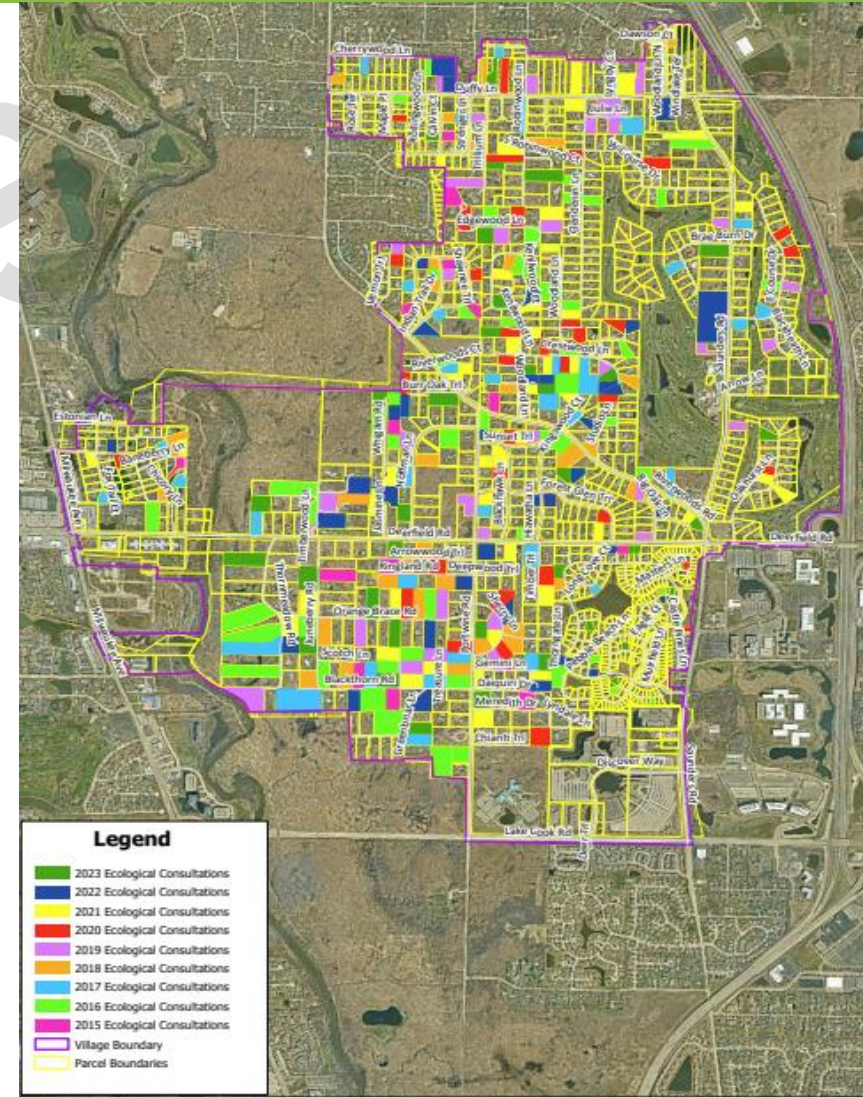


# 2016-2023 ECOLOGICAL COST SHARE PROGRAMS

\*Incentive Program to help maintain the “Character of Riverwoods” - eligible to “ALL” residents

## Cost Share Programs:

- 1) Canopy Tree Removal
- 2) Invasive Shrub Removal
- 3) Garlic Mustard Removal
- 4) Native Tree & Shrub Planting
- 5) Native Seeding & Planting
- 6) Rain Garden
- 7) Prescribed Burning





# 2016-2023 ECOLOGICAL COST SHARE SUMMARY

2016-2023 Ecological Cost Share Program Resident Participation Summary

RW Program	2016	2017	2018	2019	2020	2021	2022	2023
Prescribed Burn	1	6	6	9	4	4	3	5
Canopy Tree Removal	13	11	7	6	11	4	4	3
Invasive Shrub Removal	14	25	20	11	14	5	17	9
Native Tree/Shrub Planting	6	10	7	5	8	7	8	5
Native Seeding/Plant Plugs	5	9	6	9	12	5	15	8
Rain Garden	0	1	1	0	2	1	0	1
<b>TOTAL PARTICIPATION</b>	<b>39</b>	<b>62</b>	<b>47</b>	<b>40</b>	<b>51</b>	<b>26</b>	<b>47</b>	<b>31</b>

2016-2023 Ecological Cost Share Program Village Reimbursement Summary

RW Code/Program	2016	2017	2018	2019	2020	2021	2022	2023	AVERAGE \$/YR
50810: Consults/Reports	\$4,250.00	\$6,250.00	\$4,875.00	\$5,000.00	\$3,375.00	\$5,750.00	\$5,125.00	\$4,375.00	\$5,571.43
50800: Prescribed Burn	\$1,250.00	\$5,045.00	\$2,405.00	\$2,295.00	\$4,225.00	\$2,615.00	\$3,400.00	\$2,708.00	\$3,420.43
50820: Canopy Tree Removal	\$14,762.50	\$11,169.40	\$7,551.50	\$5,775.00	\$9,232.50	\$3,995.00	\$11,070.00	\$6,370.00	\$9,989.41
50830: Invasive Shrub Removal	\$13,016.00	\$39,219.10	\$12,065.00	\$35,430.03	\$10,780.00	\$10,128.70	\$28,088.50	\$17,448.00	\$23,739.33
50840: Garlic Mustard Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50850: Native Tree/Shrub Planting	\$5,547.85	\$10,568.75	\$4,161.42	\$7,662.50	\$9,860.00	\$10,995.00	\$16,783.50	\$5,170.00	\$10,107.00
50860: Native Seeding/Plant Plugs	\$4,910.40	\$6,859.50	\$8,832.00	\$10,482.00	\$9,850.00	\$2,105.00	\$11,802.50	\$14,049.00	\$9,841.49
50870: Rain Garden	\$0.00	\$3,741.50	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$1,677.36
<b>TOTALS \$/YR</b>	<b>\$43,736.75</b>	<b>\$82,853.25</b>	<b>\$39,889.92</b>	<b>\$66,644.53</b>	<b>\$47,322.50</b>	<b>\$39,588.70</b>	<b>\$76,269.50</b>	<b>\$54,120.00</b>	<b>\$56,303.14</b>

# OAK DECLINE SYNDROME

- Decline begins with Armillaria root disease.
- Long-term stresses (climate, age) combined with short-term stresses (defoliation, drought, flooding).
- Often followed by insect and fungal issues such as the two-lined chestnut borer.
- Red oak can die in one year; white oak usually die over several years.



# OTHER INFORMATION

- Reviewed over 150 Tree Removal Permit Applications.
- Will be presenting about Riverwoods at 2024 Midwest Society for Ecological Restoration Conference at Purdue University.

Minutes



# Riverwoods Police Incident Analysis Report

## Summary by Incident Type

12/19/2023

Activity Through December 14th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
48 (7503) (Mortorist Assist)	83	78
50 PD (7572) (Crash Property Damage)	91	73
50 PI (7571) (Crash Personal Injury)	17	11
50 Priv Prop (7573) (Crash Private Property)	8	8
911 Hang up (7911)	18	16
Ambulance (7021)	348	284
Animal Problem (7245)	39	66
AOA (7001)	151	227
Armed Robbery (0310)	-	-
Assault (0500)	1	1
Attempt Suicide (7221)	1	1
Battery - Simple (0400)	1	2
Battery (0400)	3	3
Burg - From Motor Veh (0760)	-	2
Burglar Alarm (7082)	245	205
Burglary - Residential (0625)	3	4
Burglary (0600)	2	2
Call 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	4
Deceptive Practice (1110)	6	5
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	21	17
DUI (1410)	45	47
Fingerprinting (7039)	8	12
Fire Alarm (0733)	48	39
Fire Call (7024)	48	28
Fireworks Complaints (3001)	7	8
Forgery (1120)	-	-
Found Animal (7246)	10	11
Found Prop. (7156)	6	2
Harassment by Telephone (2825)	4	1
Hold Up Alarm (7083)	17	15
Identity Theft (7198)	12	15
Lock out - Vehicle (7051)	22	18
Lost / Mislaid Prop (7144)	3	9
Missing Person (7178)	1	2
Noise Comp (7078)	21	27
Notification (7049)	14	16
Other Comp (7079)	68	65
Other Investigation (7199)	39	35

Incident Type	2023 YTD	This Time 2022 YTD
Other Trouble (7139)	5	4
Parking Complaint (7522)	25	25
Premise Exam (7041)	1402	1205
Public Service (7040)	55	50
Roadway Debris (7250)	30	19
Solicitor (7063)	16	8
Suicide (7211)	-	-
Suspicious Auto (7123)	59	56
Suspicious Person (7123)	32	35
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	3
Theft of Motor Veh (0910)	2	2
Theft Over \$500 (0815)	6	2
Theft Under \$500 (0825)	4	4
Traffic Complaint (7521)	54	55
Turned in Weapon/Ammo (7100)	1	1
Village Ord. Violation (7500)	18	25
Well Being Check (7045)	61	42
<b>Total:</b>	<b>3199</b>	<b>2910</b>
Crime Prevention Notices	527	514
Case Reports	178	212
Traffic Stops	1065	1067
Number of Citations issued	707	736
Number of Persons Issued Citations	465	513

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

mm

# Bills



VILLAGE OF  
**RIVERWOODS**  
 ESTD 1959

December 29, 2023

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

FROM: Moses Diaz

RE: Council Report for January 02, 2024

Attached are the Invoices for approval at the January 02, 2024 BOT Meeting:

Fund Number	Fund Name	Total	Comments
001	General Fund		
104	MFT	187,631.80	
		0.00	
119	SSA 19	0.00	
121	SSA 21	0.00	
122	SSA 22	0.00	
125	SSA 25	0.00	
126	SSA 26	0.00	
128	SSA 28	1,126.00	
129	SSA 29	0.00	
130	SSA 30	0.00	
501	Water Fund	114.49	
502	Sewer Fund	122,315.35	
503	TIF #1	0.00	
504	TIF #2	0.00	
505	CAPITAL PROJECT FUND	17,924.25	
<b>Total to be approved</b>		<b>329,111.89</b>	

**INVOICE REGISTER FOR VILLAGE OF RIVERWOODS**

POST DATES 12/18/2023 - 12/29/2023

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
<b>Vendor 0320 - B&amp;F CONSTRUCTION CODE SERVICES</b>							
18534 00015725	B&F CONSTRUCTION CODE SERVICES INSPECTIONS, OCTOBER 2023 001-102-50345	11/27/2023 MDIAZ INSPECTIONS, OCTOBER 2023		4,396.57	4,396.57	Open	N 12/21/2023
18638 00015728	B&F CONSTRUCTION CODE SERVICES INSPECTIONS, NOVEMBER 2023 001-102-50345	12/19/2023 MDIAZ INSPECTIONS, NOVEMBER 2023		3,653.28	3,653.28	Open	N 12/26/2023
Total Vendor 0320 - B&F CONSTRUCTION CODE SERVICES				<u>8,049.85</u>	<u>8,049.85</u>		
<b>Vendor 0372 - CAIS, LLC</b>							
5535772 00015726	CAIS, LLC WORKERS COMP INSURANCE, POLICY# 20240105 128-000-40130	11/22/2023 MDIAZ WORKERS COMPENSATION - INSURANCE		652.00	652.00	Open	N 12/21/2023
Total Vendor 0372 - CAIS, LLC				<u>652.00</u>	<u>652.00</u>		
<b>Vendor 0024 - CENTRAL MANAGEMENT SERVICES LGHP</b>							
231226CMS 00015739	CENTRAL MANAGEMENT SERVICES LGHP HEALTH INSURANCE - COVERAGE FOR JANUARY 001-101-40100 001-110-40100	12/26/2023 MDIAZ INSURANCE - HEALTH INSURANCE - HEALTH		26,190.00	26,190.00	Open	N 12/28/2023
Total Vendor 0024 - CENTRAL MANAGEMENT SERVICES LGHP				<u>26,190.00</u>	<u>26,190.00</u>		
<b>Vendor 0026 - CHASE BANK</b>							



INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 12/18/2023 - 12/29/2023

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
<b>Vendor 0026 - CHASE BANK</b>							
231203CHASECC 00015727	CHASE BANK CREDIT CARD CHARGES	12/03/2023 MDIAZ		2,753.62	2,753.62	Open	N 12/21/2023
	001-101-50620	TRAVEL & MEETING EXPENSE		557.89			
	001-101-50319	BANK & CREDIT CARD FEES		40.00			
	001-110-50120	BUILDING - EQUIPMENT		550.00			
	001-110-60510	OFFICE EXPENSE		362.84			
	001-101-60543	SOFTWARE - MAINTENANCE		120.00			
	001-101-60510	OFFICE EXPENSE		257.85			
	001-110-90900	MISC.EXPENSE		235.15			
	001-110-50510	POSTAGE EXPENSE		10.12			
	001-110-50010	AUTO - REPAIRS & MAINTENANCE		122.77			
	001-110-50630	TRAINING EXPENSE		490.00			
	001-101-90900	MISC.EXPENSE		7.00			
Total Vendor 0026 - CHASE BANK				2,753.62	2,753.62		
<b>Vendor 0718 - COMCAST BUSINESS</b>							
231211COMCASTX1 00015719	COMCAST BUSINESS INTERNET EXPENSE/CABLE /EMAIL	12/11/2023 MDIAZ		480.61	480.61	Open	N 12/21/2023
	001-110-50520	TELEPHONE EXPENSE		60.00			
	001-110-60545	INTERNET EXPENSE/CABLE/EMAIL		420.61			
231211COMCASTX7 00015720	COMCAST BUSINESS VILLAGE CABLE, INTERNET, FAX	12/11/2023 MDIAZ		493.50	493.50	Open	N 12/21/2023
	001-101-50710	VILLAGE CABLE, INTERNET, FAX		493.50			
231219COMCASTX1 00015740	COMCAST BUSINESS PHONE, OFF-SITE LIFT STATION - 1805 TRIL	12/19/2023 MDIAZ		68.71	68.71	Open	N 12/29/2023
	502-000-50710	PHONE, OFF-SITE LIFT STATION - 1805 TRIL		68.71			
Total Vendor 0718 - COMCAST BUSINESS				1,042.82	1,042.82		
<b>Vendor 0038 - COMED</b>							
231218COMEDX011 00015729	COMED UTILITY EXPENSE - ELECTRIC	12/18/2023 MDIAZ		29.10	29.10	Open	N 12/26/2023
	501-000-50710	UTILITY EXPENSE - ELECTRIC		29.10			
Total Vendor 0038 - COMED							

**INVOICE REGISTER FOR VILLAGE OF RIVERWOODS**

POST DATES 12/18/2023 - 12/29/2023

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OPEN

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 0038 - COMED</b>							
				29.10	29.10		
<b>Vendor 0276 - DIGITAL CURRENCY SYSTEMS</b>							
<a href="#">QB116397</a> 00015709	DIGITAL CURRENCY SYSTEMS ANTIVIRUS & MALWARE PROTECTION, VH - ANN MDIAZ 001-101-60543	12/19/2023		1,326.00	1,326.00	Open	N 12/20/2023
				1,326.00			
<a href="#">QB116398</a> 00015710	DIGITAL CURRENCY SYSTEMS ANTIVIRUS & MALWARE PROTECTION, PD - ANN MDIAZ 001-110-60543	12/19/2023		1,224.00	1,224.00	Open	N 12/20/2023
				1,224.00			
Total Vendor 0276 - DIGITAL CURRENCY SYSTEMS				<u>2,550.00</u>	<u>2,550.00</u>		
<b>Vendor 0049 - ERNIE'S WRECKER SERVICE</b>							
<a href="#">248471</a> 00015721	ERNIE'S WRECKER SERVICE 2020 DODGE DURANGO #64 - HEADLIGHT BULB MDIAZ 001-110-50010	12/15/2023		99.64	99.64	Open	N 12/21/2023
				99.64			
Total Vendor 0049 - ERNIE'S WRECKER SERVICE				<u>99.64</u>	<u>99.64</u>		
<b>Vendor 0056 - GARVEY'S OFFICE PRODUCTS</b>							
<a href="#">PINV2511320</a> 00015711	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	12/19/2023		255.86	255.86	Open	N 12/20/2023
				255.86			
<a href="#">PINV2510894</a> 00015716	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-110-60510	12/18/2023		59.99	59.99	Open	N 12/20/2023
				59.99			
Total Vendor 0056 - GARVEY'S OFFICE PRODUCTS				<u>315.85</u>	<u>315.85</u>		
<b>Vendor 0488 - HENRY HOLLANDER</b>							

**INVOICE REGISTER FOR VILLAGE OF RIVERWOODS**

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**Invoice Number**

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 0488 - HENRY HOLLANDER</b>							
231216HENRYHOLL							
00015724	HENRY HOLLANDER	12/16/2023		50.00	50.00	Open	N
	CELL PHONE REIMBURSEMENT, HENRY HOLLANDE MDIAZ			50.00			12/21/2023
	001-101-50520	TELEPHONE EXPENSE					
Total Vendor 0488 - HENRY HOLLANDER				50.00	50.00		
<b>Vendor 0792 - HOERR CONSTRUCTION, INC.</b>							
123-520							
00015708	HOERR CONSTRUCTION, INC.	09/27/2023		117,559.08	117,559.08	Open	N
	2023 SEWER LINING	MDIAZ		117,559.08			12/20/2023
	502-000-80210	2023 SEWER LINING					
Total Vendor 0792 - HOERR CONSTRUCTION, INC.				117,559.08	117,559.08		
<b>Vendor 0754 - HOWARD SIMON</b>							
20091289							
00015738	HOWARD SIMON	12/29/2023		38.50	38.50	Open	N
	PAYROLL SERVICES, 12/31/2023	MDIAZ		38.50			12/28/2023
	001-101-50370	PAYROLL SERVICES, 12/31/2023					
Total Vendor 0754 - HOWARD SIMON				38.50	38.50		
<b>Vendor 0669 - ILLINOIS COUNTIES RISK MANAGEMENT TRUST</b>							
S-INV000167							
00015717	ILLINOIS COUNTIES RISK MANAGEMENT T	12/01/2023		91,144.00	91,144.00	Open	N
	ICRMT PROPERTY AND LIABILITY PREMIUM, 12 MDIAZ			84,423.00			12/21/2023
	001-101-40110	PROPERTY - INSURANCE		6,359.00			
	001-110-40125	AUTOMOBILE - INSURANCE		362.00			
	001-110-40121	PORTABLE EQUIPMENT - INSURANCE					
S-INV000168							
00015718	ILLINOIS COUNTIES RISK MANAGEMENT T	12/01/2023		43,019.00	43,019.00	Open	N
	ICRMT WORKERS' COMPENSATION PREMIUM, 12/ MDIAZ			788.00			12/21/2023
	001-101-40130	WORKERS COMPENSATION - INSURANCE		42,231.00			
	001-110-40130	WORKERS COMPENSATION - INSURANCE					
Total Vendor 0669 - ILLINOIS COUNTIES RISK MANAGEMENT TRUST				134,163.00	134,163.00		
<b>Vendor 0089 - JERI COTTON</b>							

**INVOICE REGISTER FOR VILLAGE OF RIVERWOODS**

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**Invoice Number**

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 0089 - JERI COTTON</b>							
231222	JERICOTTO						
00015736	JERI COTTON	12/22/2023		438.10	438.10	Open	N
	MEETING MINUTES 120523, 121323, 121923	MDIAZ					12/27/2023
	001-101-50360	MEETING MINUTES 120523, 12/1323, 121923		438.10			
Total Vendor 0089 - JERI COTTON				438.10	438.10		
<b>Vendor 0096 - KIESLER'S POLICE SUPPLY INC</b>							
IN228695							
00015731	KIESLER'S POLICE SUPPLY INC	12/13/2023		2,710.70	2,710.70	Open	N
	AMMO	MDIAZ					12/26/2023
	001-110-50070	POLICE OFFICERS EQUIP.		2,710.70			
Total Vendor 0096 - KIESLER'S POLICE SUPPLY INC				2,710.70	2,710.70		
<b>Vendor 0105 - LAKE COUNTY PUBLIC WORKS</b>							
4120038							
00015741	LAKE COUNTY PUBLIC WORKS	12/29/2023		204.16	204.16	Open	N
	SEWER PD, 10/31/2023 - 12/31/2023, 03239	MDIAZ					12/29/2023
	001-110-50710	SEWER PD, 10/31/2023 - 12/31/2023		204.16			
4119958							
00015742	LAKE COUNTY PUBLIC WORKS	12/29/2023		102.08	102.08	Open	N
	SEWER VH, 10/31/2023 - 12/31/2023, 00488	MDIAZ					12/29/2023
	001-101-50710	SEWER VH, 10/31/2023 - 12/31/2023		102.08			
Total Vendor 0105 - LAKE COUNTY PUBLIC WORKS				306.24	306.24		
<b>Vendor 0298 - LEADS ONLINE</b>							
409146							
00015732	LEADS ONLINE	12/15/2023		3,016.00	3,016.00	Open	N
	LEADSONLINE POWERPLUS INVESTIGATION SYST	MDIAZ					12/26/2023
	001-110-60543	ANNUAL SUBSCRIPTION		3,016.00			
Total Vendor 0298 - LEADS ONLINE				3,016.00	3,016.00		
<b>Vendor 0791 - MPC COMMUNICATIONS &amp; LIGHTING, INC.</b>							

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 0791 - MPC COMMUNICATIONS &amp; LIGHTING, INC.</b>							
23-1296 00015733	MPC COMMUNICATIONS & LIGHTING, INC. 2023 FORD UTILITY #67 - MODIFICATIONS 505-000-90520	12/13/2023 MDIAZ		17,924.25	17,924.25	Open	N 12/26/2023
		2023 FORD UTILITY #67 - MODIFICATIONS		17,924.25			
Total Vendor 0791 - MPC COMMUNICATIONS & LIGHTING, INC.				<u>17,924.25</u>	<u>17,924.25</u>		
<b>Vendor 0449 - NORTH SHORE GAS</b>							
231213NSGASX066 00015714	NORTH SHORE GAS UTILITIES EXPENSE - GAS 501-000-50710	12/13/2023 MDIAZ		85.39	85.39	Open	N 12/20/2023
		UTILITIES EXPENSE - GAS		85.39			
231213NSGASX191 00015715	NORTH SHORE GAS UTILITIES EXPENSE - GAS 001-101-50710	12/13/2023 MDIAZ		442.72	442.72	Open	N 12/20/2023
		UTILITIES EXPENSE - GAS		442.72			
Total Vendor 0449 - NORTH SHORE GAS				<u>528.11</u>	<u>528.11</u>		
<b>Vendor 0742 - PENLINK</b>							
INV-0000008071 00015723	PENLINK GEOTIME GLIMPSE. INVESTIGATIVE CASE DATA 001-110-60541	12/21/2023 MDIAZ		999.00	999.00	Open	N 12/21/2023
		GEOTIME GLIMPSE. INVESTIGATIVE CASE SW		999.00			
Total Vendor 0742 - PENLINK				<u>999.00</u>	<u>999.00</u>		
<b>Vendor 0133 - QUADIENT FINANCE USA, INC.</b>							
231213QUAD 00015712	QUADIENT FINANCE USA, INC. POSTAGE 001-101-50510	12/13/2023 MDIAZ		500.00	500.00	Open	N 12/20/2023
		POSTAGE EXPENSE		500.00			
Total Vendor 0133 - QUADIENT FINANCE USA, INC.				<u>500.00</u>	<u>500.00</u>		
<b>Vendor 0165 - RAY O'HERRON CO., INC.</b>							

**INVOICE REGISTER FOR VILLAGE OF RIVERWOODS**

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<b>Vendor 0165 - RAY O'HERRON CO., INC.</b>							
2312356 00015722	RAY O'HERRON CO., INC. POLICE OFFICERS EQUIP. 001-110-50070	12/13/2023 MDIAZ		37.18	37.18	Open	N 12/21/2023
		POLICE OFFICERS EQUIP.		37.18			
Total Vendor 0165 - RAY O'HERRON CO., INC.				<u>37.18</u>	<u>37.18</u>		
<b>Vendor MISC - STEPHEN WITT</b>							
23120819 00015707	STEPHEN WITT CERTIFIED MAIL - REIMBURSEMENT 001-101-50510	12/19/2023 MDIAZ		36.12	36.12	Open	N 12/20/2023
		POSTAGE EXPENSE		36.12			
Total Vendor MISC - STEPHEN WITT				<u>36.12</u>	<u>36.12</u>		
<b>Vendor 0796 - SUBURBAN BUILDING OFFICIALS CONFERENCE</b>							
231116 00015706	SUBURBAN BUILDING OFFICIALS CONFERENCE NOVEMBER 2023 SBOC MONTHLY MEMBERSHIP MEETING 001-101-50620	11/16/2023 MDIAZ		30.00	30.00	Open	N 12/20/2023
		TRAVEL & MEETING EXPENSE		30.00			
Total Vendor 0796 - SUBURBAN BUILDING OFFICIALS CONFERENCE				<u>30.00</u>	<u>30.00</u>		
<b>Vendor 0193 - THE VILLAGE PRINTER</b>							
231212 00015713	THE VILLAGE PRINTER BUSINESS CARDS - ANDREW KOKEK 001-110-50070	12/12/2023 MDIAZ		180.00	180.00	Open	N 12/20/2023
		POLICE OFFICERS EQUIP.		180.00			
Total Vendor 0193 - THE VILLAGE PRINTER				<u>180.00</u>	<u>180.00</u>		
<b>Vendor 0200 - TRAVELERS INSURANCE</b>							
231218 00015734	TRAVELERS INSURANCE POLICY# 4F425899 RENEW, 1/5/24-1/5/25 128-000-40110	12/18/2023 MDIAZ		474.00	474.00	Open	N 12/26/2023
		POLICY# 4F425899 RENEW, 1/5/24-1/5/25		474.00			
Total Vendor 0200 - TRAVELERS INSURANCE				<u>474.00</u>	<u>474.00</u>		

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 0206 - VERIZON WIRELESS</b>							
9951897398 00015735	VERIZON WIRELESS TELEPHONE EXPENSE 001-101-50520 001-110-50520	12/16/2023 MDIAZ TELEPHONE EXPENSE TELEPHONE EXPENSE		795.48 361.04 434.44	795.48	Open	N 12/26/2023
Total Vendor 0206 - VERIZON WIRELESS				<u>795.48</u>	<u>795.48</u>		
<b>Vendor 0208 - VILLAGE OF LINCOLNSHIRE</b>							
23-0002362 00015730	VILLAGE OF LINCOLNSHIRE ANNUAL SANITARY SEWER TRANSMISSION FEE F MDIAZ 502-000-50421	12/26/2023 MDIAZ ANNUAL SANITARY SEWER TRANSMISSION FEE		4,687.56 4,687.56	4,687.56	Open	N 12/26/2023
Total Vendor 0208 - VILLAGE OF LINCOLNSHIRE				<u>4,687.56</u>	<u>4,687.56</u>		
<b>Vendor MISC - VIVIAN HOFELD</b>							
231227VIVIANHOF 00015737	VIVIAN HOFELD NEW LAPTOP - REIMBURSEMENT 001-101-60540	12/27/2023 MDIAZ NEW LAPTOP - REIMBURSEMENT		1,457.98 1,457.98	1,457.98	Open	N 12/28/2023
Total Vendor MISC - VIVIAN HOFELD				<u>1,457.98</u>	<u>1,457.98</u>		
<b>Vendor 0764 - WEX BANK</b>							
93921016 00015705	WEX BANK MONTHLY FUEL 001-110-60550	12/15/2023 MDIAZ MONTHLY FUEL		1,497.71 1,497.71	1,497.71	Open	N 12/18/2023
Total Vendor 0764 - WEX BANK				<u>1,497.71</u>	<u>1,497.71</u>		

# of Invoices:	38	# Due:	38	Totals:	329,111.89	329,111.89
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					329,111.89	329,111.89
* 1 Net Invoices have Credits Totalling:					(11.47)	

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

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--- TOTALS BY FUND ---

001	GENERAL			187,631.80	187,631.80		
128	SSA 28 ROAD MAINT.			1,126.00	1,126.00		
501	CONSOLIDATED WATER FUND			114.49	114.49		
502	SEWER FUND			122,315.35	122,315.35		
505	CAPITAL PROJECT FUND			17,924.25	17,924.25		

--- TOTALS BY DEPT/ACTIVITY ---

000				141,480.09	141,480.09		
101	ADMINISTRATION			98,726.64	98,726.64		
102	BUILDING DEPARTMENT			8,049.85	8,049.85		
110	POLICE			80,855.31	80,855.31		



# New Business

**14. NEW BUSINESS**

**b. Approval of a Contract with Oleson Construction Company in the amount of \$20,500.00 for the Repair of the Village Water Supply System**

**Background:**

Gewalt Hamilton Associates, Inc. (GHA) has identified two leaks within the Village’s water supply system that require repair.

Repair No. 1: This repair is required due to an internal leak of the existing water hydrant located at 1781 Saunders Road. Upon an attempt to repair the leak, the internal seal assembly of the hydrant broke, resulting in the need to replace the hydrant.

Repair No. 2: This repair is required due to a leak that has been determined to exist between the b-box and the water main, located at 4 Baneberry Lane. The leak was discovered during a leak study that was being performed.

GHA procured two bids from contractors qualified to perform the work necessary to make the repairs to the Village water system. The bids are summarized in the table below. Copies of the bids are attached.

Bidder	Repair No. 1	Repair No. 2	Total Bid Amount
Oleson Construction Company	\$14,000.00	\$6,500.00	\$20,500.00
Kloepfer Construction, Inc.	\$16,770.00	\$6,900.00	\$23,670.00

Oleson Construction Company was the lower bidder for each of the repairs, thus the lower bidder in total. GHA has recommended that a contract for the work be awarded to Oleson Construction Company.

**Action Requested:**

Approve a contract in the amount of \$20,500.00 to Oleson Construction Company to repair both of the leaks noted herein above.

**Attachments:**

- GHA Letter of Recommendation, dated December 20, 2023
- Oleson Construction Company bid for both repairs, dated December 20, 2023
- Kloepfer Construction, Inc’s Estimate No. 3248 for Repair No. 2, dated November 29, 2023
- Kloepfer Construction, Inc’s Estimate No. 3249 for Repair No. 1, dated November 30, 2023

December 20, 2023

Mayor Kris Ford and Board of Trustees  
Village of Riverwoods  
300 Portwine Road  
Riverwoods, IL 60015

Re: Oleson Construction  
Water System Maintenance, 2 Locations

**Village Account #502-0000-50100**

Dear Mayor Ford and Board of Trustees:

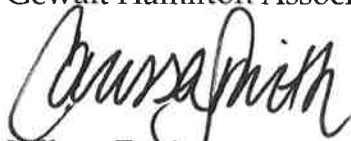
Attached please find two quotes for a replacement of a fire hydrant at 1781 Saunders and to repair a leak between a water shut off and the watermain at 4 Baneberry. We received two quotes from contractors that have performed work within the village and have a very good record of quality work. We recommended to move forward with the lowest quote as they meet all the requirements to complete the work in a proper manor.

**We recommend approve the quote from Oleson Construction in the amount of \$20500.00.**

If you have any questions, please feel free to contact me.

Sincerely,

Gewalt Hamilton Associates, Inc.



Village Engineer



Date: 12.20.2023

To: Phil Freund  
Company: Village of Riverwoods

**PROJECT: Hydrant and Water Service Repair**

From: Erick Oleson – AJ Oleson Construction Co.

Email: [Erick.oleson@gmail.com](mailto:Erick.oleson@gmail.com)

Tel: 630.546.0235

**JOB DESCRIPTION:** AJ Oleson Construction Co. proposes hydrant replacement and water service repair.

<u>Description</u>	<u>Qty</u>	<u>Total</u>
Hydrant Replacement	1 LS	\$14,000.00
Water Service Repair	1 LS	\$6,500.00
<b>Total</b>		<b>\$20,500.00</b>

**NOTES:**

- Survey and control points provided by the GC; AJO requires offset steaks at each critical location to perform the work indicated above
- This proposal is based not being able to use any of the excavated materials as trench backfill under the pavements
- This proposal does make not include dewatering as needed to perform the tasks
- This price does not include disposal of contaminated soils. Soils are considered CCDD and testing is by others.
- Large boulders and or obstructions shall be removed on a T&M basis

THIS IS A SPECIFIC QUOTE FOR ONLY THE SCOPE OF WORK DETAILED IN THIS DOCUMENT. ANY ADDITIONAL SCOPE NOT DESCRIBED IN THIS PROPOSAL WILL BE AT AN ADDITIONAL CHARGE TO BE DETERMINED AT THE TIME OF COMPLETION OF THE ORIGINAL SCOPE OF WORK.

THERE WILL BE AN ADDITIONAL INTEREST CHARGE OF 2.5% PER MONTH ON UNPAID BALANCES AFTER THE COMPLETION OF OUR WORK. Warranties are not in effect until all balances are paid in full.

29250 N. Gilmer Road – Mundelein, IL. 60060  
P (630) 546-0235 E: [erick.oleson@gmail.com](mailto:erick.oleson@gmail.com)



All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control.

Acceptance of Proposal: The above-mentioned prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **The total amount of the work to be performed is \$\_\_\_\_\_.**

Payment will be made as outlined above.

Accepted By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: This proposal may be withdrawn by AJ Oleson Construction Co. if not accepted within 30 days.

Any questions or comments please email [Erick.oleson@gmail.com](mailto:Erick.oleson@gmail.com)

**Kloepfer Construction, Inc.**  
 1607 Techny Road  
 Rear Building  
 Northbrook, IL 60062 US  
 (847)272-6101  
 kloepfercons@gmail.com  
 kloepfercons.com



*We're #1 with your #2 problem!*

**ADDRESS**

David Gewalt  
 Gewalt Hamilton Associates, Inc.  
 625 Forest Edge  
 Vernon Hills, Illinois 60061

**ESTIMATE # 3248**  
**DATE 11/29/2023**

**P.O. NUMBER**

4 Baneberry Lane, Riverwoods

**SALES REP**

J.K.

ACTIVITY	QTY	RATE	AMOUNT
<b>Labor</b> To supply the machines, labor, trucking and materials to excavate existing water service and repair. To install new repair sleeve and corp on main. To install new roundway and b-box. To connect new roundway and corp with new copper. All spoils to be hauled away and excavation to be backfilled with granular. No Permits No Restorations Operator = \$1,520 2 - Laborers = \$2,000 1 6 wheeler with driver = \$1,320 Dirt Out = \$450 CA6 stone in = \$360 Materials = \$1,250	1	6,900.00	6,900.00

**NOT INCLUDED: UNLESS NOTED**

Soil testing, stabilization, or compaction if soil PSI is not adequate. Permits, permit fees, and restoration of any kind. Not responsible for any unforeseen underground obstructions such as, but not limited to unmarked secondary utility lines. Additional costs for removal of contaminated soils, sheeting or shoring of the excavation, and winter conditions.

**TOTAL**

**\$6,900.00**

Accepted By

Accepted Date

A 5% Late Fee will be added to your balance if payment is not received within 30 days of completed work.

Should you choose to pay with a credit card, please know that a 5% service fee will be added.

**Kloepfer Construction, Inc.**  
 1607 Techny Road  
 Rear Building  
 Northbrook, IL 60062 US  
 (847)272-6101  
 kloepfercons@gmail.com  
 kloepfercons.com



*We're #1 with your #2 problem!*

**ADDRESS**

David Gewalt  
 Gewalt Hamilton Associates, Inc.  
 625 Forest Edge  
 Vernon Hills, Illinois 60061

**ESTIMATE # 3249**  
**DATE 11/30/2023**

**P.O. NUMBER**

Hydrant - Sanders & West Course

**SALES REP**

J.K.

ACTIVITY	QTY	RATE	AMOUNT
<b>Labor</b> To supply the machines, labor, trucking and materials to replace existing fire hydrant, aux valve and valve box. To excavate existing hydrant and remove all spoils. To install new hydrant and backfill with granular. Price based on 6' bury hydrant. To supply and install black dirt, grass seed and blanket. No Permits Operator = \$1,520 2 - Laborers = \$2,000 1 - 6 wheeler with driver = \$1,320 Dirt out = \$450 Stone = \$780 Materials = \$8,900 Landscaping = \$1,800	1	16,770.00	16,770.00

**NOT INCLUDED: UNLESS NOTED**

Soil testing, stabilization, or compaction if soil PSI is not adequate. Permits, permit fees, and restoration of any kind. Not responsible for any unforeseen underground obstructions such as, but not limited to unmarked secondary utility lines. Additional costs for removal of contaminated soils, sheeting or shoring of the excavation, and winter conditions.

**TOTAL**

**\$16,770.00**

Accepted By

Accepted Date

A 5% Late Fee will be added to your balance if payment is not received within 30 days of completed work.

Should you choose to pay with a credit card, please know that a 5% service fee will be added.

## NEW BUSINESS AGENDA ITEM 14 (c)

### 14. NEW BUSINESS

- c. Approval of an Ordinance Amending the Village Code Concerning Registration of Certain Residential Properties

#### Background

In early 2019, the Board passed an ordinance requiring registration of rental properties before there was much consideration of the impact of Airbnb and other forms of short term online rentals. The concern was to learn about the extent of the issue before proceeding to further regulation.

In the intervening years, the Village learned that the short term use of homes (and even swimming pools) was being marketed more widely in the Village than had been known.

The Board then directed the Plan Commission to reconsider the issue, and a public hearing was conducted on zoning text amendments modifying the permitted home occupation section of the Zoning Code. The Board subsequently adopted the zoning text amendments.

The outcome of those deliberations embodied in the zoning regulations is that the minimum short term rental (now defined as a “home stay rental”) is 4 weeks. Home stay rentals that meet the criteria in the ordinance are considered permitted home occupations.

Given the new regulations, it has become necessary to restate the earlier rental registration provisions. The proposed ordinance requires registration when an owner seeks to use their home for home stay rentals (use by persons who are not primary residents) or for other rental use (otherwise permitted) under what might be termed a normal lease – e.g., a lease of a home with residents who live in the home as a primary residence.

In either case, the ordinance requires registration as part of which the building department will conduct an inspection to examine life safety compliance.

Provisions for fines and administrative adjudication of enforcement were mostly retained in the new version but the terminology has been extensively re-worked to better coincide with the new zoning regulations.

#### Recommendation

First reading

#### Enclosed Documents

Ordinance



**ORDINANCE NO. 24-01-\_\_**

**AN ORDINANCE AMENDING THE VILLAGE CODE CONCERNING  
REGISTRATION OF CERTAIN RESIDENTIAL PROPERTIES**

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**WHEREAS**, the Village of Riverwoods (the “Village”) is a home rule unit of government that has authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and to protect the public health, safety and welfare of its citizens; and

**WHEREAS**, the President and Board of Trustees of the Village (“Village Board”) established registration requirements for certain residential properties in the Village by an ordinance which was codified as Chapter 6 of Title 3 of the Riverwoods Village Code; and

**WHEREAS**, after receiving the recommendation of the plan commission of the Village, the Village Board passed Ordinance No. 23-08-10 on August 1, 2023, to amend the regulations governing home occupations in the residential zoning districts of the Village; and

**WHEREAS**, the Riverwoods Zoning Ordinance now limits the principal use of a dwelling to primary residents or persons occupying the dwelling during a home stay rental; and

**WHEREAS**, the Village Board desires to harmonize the registration requirements for certain properties in the Village with the recently adopted regulations governing home occupations and to protect the character, health and vitality of the neighborhoods in which such properties are located and the Village as a whole.

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

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

**SECTION TWO:** Chapter 6 of Title 3 of the Riverwoods Village Code is hereby amended and restated its entirety to read as follows:

**Chapter 6  
REGISTRATION OF RESIDENTIAL DWELLINGS**

**SECTION:**

- 3-6-1: Declaration of Policy
- 3-6-2: Definitions
- 3-6-3: Registration Required

- 3-6-4: Registration Periods; Fee; Certificate
- 3-6-5: Inspection; Revocation
- 3-6-6: Amended Registration; Transfers
- 3-6-7 Enforcement; Notice of Village Code Violations
- 3-6-8 Penalties

3-6-1: **DECLARATION OF POLICY:** The purpose of this chapter is to protect the public health, safety, and welfare by requiring the registration of dwellings when such dwellings are subject to a rental agreement. Registration of certain dwellings as required by this chapter is intended to obtain accurate, up-to-date information about such residential properties and the identification of responsible persons for these properties, to assure that the use, operation and maintenance of such dwellings comply with the ordinances of the village, to avert activity connected with the use of such dwellings that, through inability to communicate, could otherwise become a nuisance or be detrimental to the character, health and vitality of the surrounding neighborhood and the village as a whole, and to assist in the collection of utility charges and other amounts due to the village.

3-6-2: **DEFINITIONS:** Unless otherwise expressly stated or clearly indicated by the context, the following terms shall, for the purpose of this chapter, have the meanings indicated in this section. Throughout this chapter, the singular shall include the plural.

**BUILDING:** A building, as defined in Section 9-2-3 of the Code.

**CODE:** This code refers to the Riverwoods Village Code.

**DEPARTMENT:** The Village of Riverwoods building department.

**DIRECTOR:** The Village of Riverwoods director of community services.

**DWELLING:** As defined in in Section 9-2-3 of the code.

**HOME STAY RENTAL:** As defined in in Section 9-2-3 of the code.

**OWNER:** The owner of record in Lake County, Illinois, whether one or more persons at any time in question, of fee simple title to a dwelling, including a contract seller, but excluding those having such interest merely as security for the performance of a obligation.

**PRIMARY RESIDENT:** As defined in in Section 9-2-3 of the code.

**RENTAL AGREEMENT:** Any agreement, whether written or oral, creating a tenancy or license for the use and enjoyment of a dwelling or portion thereof in exchange for consideration or rent. Rental agreements include subleases, licenses, online reservation agreements, and exchange agreements pursuant to which the use of a dwelling is exchanged for the use of another property. Rental agreements may be executed in electronic format.

### 3-6-3: REGISTRATION REQUIRED:

A. If any dwelling is used, in whole or in part, for home stay rentals or other rental use pursuant to a rental agreement, during any part of a calendar year, the owner of such dwelling shall file a registration statement with the department on forms provided by the department for such purposes and within the time period set forth in this chapter. The owner shall certify that the information provided on the registration statement is true and correct. Any such registration statement shall be deemed prima facie proof of the statements therein contained in any administrative enforcement proceeding or court proceeding instituted by the village against the owner of the dwelling. For purposes of this chapter, a post office box does not suffice as a street address. The registration statement shall include the following information:

1. The name, street address, telephone number, and e-mail address of each owner of the dwelling. If the owner is a partnership, limited liability company, or corporation, the statement shall further include the name, street address, telephone number, and e-mail address, and position of a responsible partner, managing member or officer. If the owner is a limited liability company or corporation, the statement shall also include the name, street address, telephone number, and e-mail address of the registered agent thereof;

2. The name, street address, telephone number, and e-mail address of a natural person twenty one (21) years of age or older, designated by the owner as the authorized agent for receiving notices of village code violations and for receiving process, in any court proceeding or administrative enforcement proceeding, on behalf of such owner in connection with the enforcement of this code. Notwithstanding the foregoing, this person may be between eighteen (18) and twenty one (21) years of age provided that the registration statement includes proof that said person has a valid realtor's license issued pursuant to the Illinois real estate license act, 225 Illinois Compiled Statutes 454/1-1 et seq., as amended. This person must maintain an office in Lake or Cook County, Illinois, or must actually reside within Lake or Cook County, Illinois. An owner who is a natural person and who meets the requirements of this subsection as to location of residence or office may designate himself or herself as agent;

3. The name, street address, telephone number, and email address of the owner's agent for the purpose of managing, controlling or collecting rents, and any other person who is not an owner but who controls such dwelling, if any;

4. The name, street address, and telephone number of each company that provides an insurance policy for the building;

5. The street address and property index number of the dwelling, and the identification of any dwelling units therein, if more than one;

6. If the owner plans to offer to lease a portion of a Dwelling, a description of the portion of the dwelling subject to the rental agreement and such other information

as the department may reasonably require, such as the maximum number of bedrooms and number of persons to be allowed to reside in the dwelling pursuant to the home stay rental; and

7. The names and contact information of tenants occupying a dwelling pursuant to a rental agreement.

B. Notwithstanding the foregoing, no registration shall be required for:

1. Hotels and motels for which a tax is imposed upon the use and privilege of renting, leasing or letting of rooms by section 3-1-7 of this code;

2. Nursing homes; or

3. Group homes receiving a waiver or exception under section 9-11A-3 of this code.

#### **3-6-4: REGISTRATION PERIODS; FEE; CERTIFICATE**

A. Any owner preparing to enter into a rental agreement shall register the dwelling with the department before entering into the rental agreement. One registration shall be effective through December 31 of the year in which the registration occurs and shall be sufficient for multiple rental agreements during such calendar year. Each owner having entered into a rental agreement that remains in effect after the date this section shall become effective shall have forty-five (45) days after the date this section has become effective in which to register with the department. When a registration is valid until December 31 but concerns a rental agreement that carries over into the next calendar year, then on or before January 31 of the ensuing year, the owner shall renew the registration for such year.

B. The owner shall pay registration fee for each dwelling registered, at the time the owner files the registration statement, in the amount of two hundred dollars (\$200) or as from time to time adjusted in in the village's annual fee schedule. The fee for the initial inspection is included within the registration fee and any required re-inspections will be charged at the rates set forth in the annual fee schedule. The registration fee shall not be prorated for partial calendar years.

C. Upon registration and payment of the applicable fee, the director shall issue a certificate of registration to the owner that certifies that the owner has registered the dwelling in compliance with the terms of this chapter.

D. Late Payment Penalty: If an owner fails to register or renew a registration within the time periods required by this chapter, there shall be an additional late charge of thirty percent (30%) added to the regular registration fee.

### **3-6-5: INSPECTION; REVOCATION**

- A. Inspection Required: All dwellings which are subject to the registration requirements of this chapter shall be inspected by a village inspector to determine if the dwelling complies with all applicable laws, statutes, ordinances, rules and regulations that concern life safety within structures or buildings. For the purpose of making such inspections the enforcement officer or other appropriate official shall request permission from the owner or tenant to enter, examine and survey the dwelling at any reasonable time. If the owner, tenant or person in charge of the dwelling shall refuse such permission to the enforcement officer and/or designated official, the director is hereby authorized to seek a warrant from a court of competent jurisdiction to enter the premises and conduct said inspection. Permission by the owner, tenant or person in charge to enter the premises is interpreted as free access to the dwelling premises for the purpose of such inspection, examination and survey. The owner shall address any life safety items noted for correction, repair or maintenance in the village inspection report.
- B. Revocation: The owner's certificate of registration may be revoked by the board of trustees during the life of such certificate, if the dwelling is found to be in violation of any applicable laws, statutes, ordinances, rules and regulations that concern life safety within structures or buildings, or for the violation by the owner, its tenants or licensees of any ordinance provisions relating to the lawful use of the dwelling. The board of trustees may rely on any such finding obtained through the village's administrative adjudication division.

### **3-6-6: AMENDED REGISTRATION; TRANSFERS**

- A. Notice Of Change In Ownership: An owner subject to the registration requirements of this chapter shall notify the department, within twenty (20) business days of any change in the registration information by filing an amended registration statement on a form provided by the department for such purpose. If the owner's property is sold, the certificate of registration is not transferable, and the new owner shall be required to obtain a certificate of registration for the balance of the calendar year in which the property is sold.

### **3-6-7: ENFORCEMENT; NOTICE OF CODE VIOLATIONS:**

- A. The director and the department shall enforce the terms of this chapter by any lawful means, including, but not limited to, proceedings in the circuit court or in the village's administrative adjudication division.
- B. The director may refuse to issue any permit required by this code for any construction, alteration, installation, razing or other work done in or on any dwelling, or issue any certificate of occupancy for such a building, unless the owner or other applicant for such permit or certificate presents a current certificate of registration when such registration is required for the dwelling.

- C. By designating an authorized agent to receive notice pursuant to the terms of this chapter, the owner consents to receive any and all notices of village code violations concerning the registered building and all process in any court proceeding or administrative enforcement proceeding brought to enforce village code provisions concerning the registered building by service of the notice or process on the authorized agent unless and until the owner files an amended registration statement or new annual registration statement pursuant to the terms of this chapter.

**3-6-8: PENALTIES:**

- A. It shall be unlawful for an owner to fail to obtain a certificate of registration when required hereunder. Each day that any dwelling subject to registration hereunder is not registered in accordance with the provisions of this chapter shall constitute a separate and distinct offense.
- B. In addition to any of the penalties provided in this chapter, any person failing to register a dwelling in violation of the terms of this chapter shall, upon conviction thereof, be fined seventy five dollars (\$75.00) for the first offense, two hundred dollars (\$200.00) for the second offense in any one hundred eighty (180) day period, and three hundred seventy five dollars (\$375.00) for the third and any subsequent offense in any one hundred eighty (180) day period.
- C. The intentional submission of false information on a registration statement or an amended registration statement filed pursuant to this chapter shall be a separate offense punishable by a fine of not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00). Each day that such information remains uncorrected by the owner(s) shall constitute a separate and distinct offense.
- D. Any fines shall be debts due and owing to the village that the village may collect by any means allowed by law, including, but not limited to, filing a lien against the building.
- E. A primary resident shall have the duty to obtain or renew, as applicable, a certificate of registration under this chapter, if the primary resident has a rental agreement other than with the owner, such as a sublease with a third party, and the penalties set forth herein as may be imposed upon the owner may also be imposed upon the primary resident for failure to comply with such duties.

\* \* \*

**SECTION THREE:** All ordinances, resolutions, motions or orders in conflict herewith be, and the same hereby are, repealed to the extent of such conflict. Without limiting the foregoing, Ordinance No. 19-01-06 is hereby repealed.

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

AYES:

NAYS:

PASSED & APPROVED this 16<sup>th</sup> day of January, 2024.

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

Attest:

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

# Old Business



# Committee Reports

**Village of Riverwoods  
Building Permits Issued  
For Date From 12/01/23 to 12/31/23**

<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>
12/5/2023	PB12643	2280 CONGRESSIONAL LN	Reroof	1130.00					
12/5/2023	PB12645	2344 GLEN EAGLES LN	Reroof	30307.00					
12/5/2023	PB12646	2245 W COURSE DR	Electrical	2282.20					
12/5/2023	PB12648	1600 BRAE BURN CT	Reroof	38200.00					
12/6/2023	PB12647	5 TIMBERWOOD LANE	Swimming Pool	261350.00					
12/11/2023	PB12596	2055 N MILWAUKEE AVE	Fire Sprinkler	800.00					
12/12/2023	P11890	2494 SHOAL CREEK CT.	Deck/Patio	75000.00					
12/12/2023	PB12649	3185 DUFFY LANE	Miscellaneous	2500.00					
12/13/2023	PB12652	2969 DUFFY LN	Water and Sewer Repair	5200.00					
12/14/2023	PB12632	2440 WEST COURSE DRIVE	Driveway	25300.00					
12/14/2023	PB12650	2494 SHOAL CREEK CT.	Water and Sewer Repair	7500.00					
12/14/2023	PB12651	1105 MILWAUKEE AVE	Water and Sewer Repair	15000.00					
12/14/2023	PB12653	800 HOFFMAN LN	Reroof	30000.00					
12/14/2023	PB12654	2392 SAWGRASS CT	Res Remodel	41550.00					
12/14/2023	PB12656	462 CASTLE PINES LN	Res - Windows/Doors	65697.00					
12/15/2023	PB12659	1260 STUDIO LANE	Res Remodel	84000.00					
12/25/2023	PB12644	1340 WOODLAND LN	Res Remodel	9367.00					
12/28/2023	PB12658	14 CHICORY LANE	Res - Windows/Doors	11827.00					
12/28/2023	PB12660	555 CYPRESS POINT CT	Water and Sewer Repair	7654.49					
12/28/2023	PB12662	1920 MAPLE PL	Reroof	23436.00					
12/28/2023	PB12663	1755 SAUNDERS RD	Res - Windows/Doors	127829.00					
<b>Total Permits</b>	<b>21</b>			<b>\$863,429.69</b>	<b>\$9,999.50</b>	<b>\$3,692.50</b>	<b>\$4,740.00</b>	<b>\$0.00</b>	<b>\$18,432.00</b>
<b>Dec, 2022</b>	<b>12</b>			<b>\$87,850.00</b>	<b>\$2,123.00</b>	<b>\$1,120.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,243.00</b>
<b>YTD 2021</b>	<b>321</b>			<b>\$10,440,176.42</b>	<b>\$149,897.25</b>	<b>\$52,370.00</b>	<b>\$0.00</b>	<b>\$11,720.00</b>	<b>\$213,987.25</b>
<b>YTD 2022</b>	<b>260</b>			<b>\$14,749,431.66</b>	<b>\$170,732.50</b>	<b>\$105,495.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$276,227.50</b>
<b>YTD 2023</b>	<b>548</b>			<b>\$23,618,305.90</b>	<b>\$171,141.11</b>	<b>\$60,135.50</b>	<b>\$94,363.75</b>	<b>\$0.00</b>	<b>\$324,729.36</b>
<b>Inspections</b>	<b>101</b>								