



04 02 2024

BOT

FINAL PACKET





BOARD OF TRUSTEES

Final Agenda

300 PORTWINE ROAD
RIVERWOODS, IL 60015

April 2, 2024

BOARD OF TRUSTEES MEETING

7:30 P.M.

Riverwoods.gov/streamBOT

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PRESENTATION OF THE ILLINOIS LAW ENFORCEMENT ACCREDITATION PROGRAM (ILEAP) AWARD TO THE POLICE DEPARTMENT
5. APPROVAL OF MINUTES
 - a. Board of Trustees March 20, 2024
 - b. Executive Session Minutes
6. FINANCE DIRECTOR'S REPORT
 - a. Approval of Bills
7. TREASURER'S REPORT
8. DIRECTOR OF COMMUNITY SERVICES REPORT
9. CONSULTANTS' REPORTS
 - a. ATTORNEY'S REPORT
 - b. ENGINEER'S REPORT
 - c. ECOLOGIST'S REPORT
10. PLAN COMMISSION REPORT
11. ZONING BOARD OF APPEALS REPORT
12. POLICE REPORT
13. FIRE DISTRICT REPORT
14. INFORMATION ITEMS & COMMENTS FROM THE PRESIDENT
 - a. Appointment of the NSSRA Representative
 - b. Status of Proposed Purchase of the Federal Life Property
15. NEW BUSINESS
 - a. Approval of the 2024 Road Program
 - b. Approval of the Position Description and Appointment of the Village Clerk
 - c. Approval of a Resolution Approving an Intergovernmental Operating Agreement Among the Member Agencies of the Violent Crime Intelligence Task Force

16. OLD BUSINESS
17. VISITORS WISHING TO ADDRESS THE BOARD
18. 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
19. EXECUTIVE SESSION
 - a. Litigation, Acquisition, Property, and Personnel
20. ESTABLISH TIME AND DATE FOR NEXT MEETING
 - a. Board of Trustees Regular Meeting April 16, 2024, 7:30 PM
21. ADJOURNMENT

Minutes

Village of Riverwoods
Public Hearing
Appropriations Ordinance
March 20, 2024
Draft

Present:

Kris Ford, Mayor
Michael Clayton
Henry Hollander
Rick Jamerson
Jeff Smith

Absent:

Liliya Dikin
Andrew Eastmond

Also Present:

Bruce Dayno, Police Chief
Tom Krueger, Fire Chief
Carissa Smith, Village Engineer
Bruce Huvad, Village Attorney
Stephen Witt, Director of Community Services
Tony Vasquez, Finance Director
Vivian Hofeld, Deputy Village Clerk

The meeting was called to order at 7:30 pm

Mr. Huvad explained that each year the Village considers an Appropriations Ordinance detailing an amount budgeted and an amount appropriated. The amount budgeted is the amount the Village anticipates spending while the amount appropriated is the requested authority to spend Village funds. The appropriated amount is approximately ten percent (10%) higher than the budgeted amount to allow for changes in circumstances. The total appropriation increased more than in past years due to increases in the Capital Fund and a TIF District for potential land acquisition.

After discussion regarding the increases, Trustee Jamerson moved to close the Public Hearing. Trustee Clayton seconded the motion. The motion passed unanimously on a voice vote.

Respectfully submitted,

Transcribed by:
Jeri Cotton

Village of Riverwoods
Board of Trustees Meeting
March 20, 2024
Draft

Present:

Kris Ford, Mayor
Michael Clayton
Henry Hollander
Rick Jamerson
Jeff Smith

Absent:

Andrew Eastmond

Trustee Dikin joined the meeting prior to Executive Session

Also Present:

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

The meeting was called to order at 7:40 pm

Approval of Minutes

Trustee Jamerson moved to approve the minutes of the March 5, 2024 Board of Trustees meeting. Trustee Smith seconded the motion. The motion passed unanimously on a voice vote.

Finance Director's Report

Approval of Bills

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

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

NAYS: None (0)

Presentation of the 2023 Budget

Director Vasquez presented the 2024 Budget. The budgeted numbers were developed based on the recommendations of the Board from the earlier Workshop and comments submitted since that time by the Trustees. The budget is used as a management tool. He recognized Chief Dayno for his management of the police department budget.

Moment of Silence

Those in attendance observed a moment of silence for former Village Mayor Bill Kaplan who has passed away. Mr. Huvad spoke of Mayor Kaplan's many accomplishments for the Village.

Director of Community Services Report

Mr. Witt met with representatives from Verisk, who is evaluating the Building Code and Building Code processes. The Verisk ratings go from 1-9 (high-low). Riverwoods is currently listed as a 4, which is good for a community of our size and staffing level. The criteria reviewed by Verisk include number of staff, staff credentials, and Code edition.

GHA received three bids for the three lift stations. The low bidder was Lake County. There will be at least two adjudication cases brought to Administrative Court. A third case will most likely be continued.

Engineer's Report

Ms. Smith met with Lake County Public Works and the contractor working on the forced main installation along Saunders regarding delays. Ms. Smith also explained that due to construction issues, Lake County will formally request the sidewalk at the northeast corner of Saunders and Deerfield be closed from approximately April 15, 2024 through Memorial Day Weekend for safety reasons. GHA will look into a pedestrian detour.

Zoning Board of Appeals Report

ZBA Chairperson Sherry Graditor reported the ZBA met on Monday, March 11, 2024. Mr. Witt led an educational workshop session on side and rear yard setbacks. There are areas where the zoning code could be clearer about what is appropriate. The ZBA will reserve the second Thursday of the month for regular meetings.

Police Report

Chief Dayno reported the Flock Camera had another successful event. On March 19, 2024, a vehicle drove away from the Mobil station while still connected to the gas pump, but the pump is designed to break away and no serious damage occurred. The Flock Camera allowed the department to identify the vehicle. The police activity report is attached to the end of the minutes.

Fire District Report

Chief Krueger noted both the fire and police departments are struggling with personnel due to retirements and such. The fire department had nine openings but hired six firefighters/paramedics and plan to hire three additional firefighters/paramedics.

Chief Krueger reported the Workman's Comp insurance carrier gave the department a refund of approximately \$50,000. Chief Krueger noted the department gets high ISO ratings and just missed the highest rating.

New Business

1. Approval of the Appropriation Ordinance (O-24-03-03 for the Fiscal Year ending December 31, 2024

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

Trustee Clayton moved for Second Reading and Adoption of the Appropriation Ordinance. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

2. Approval of Ordinance O-24-03-04 approving a Franchise Agreement with Comcast of California/Illinois, LLC

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

Trustee Jamerson moved for Second Reading and Adoption of an Ordinance approving a Franchise Agreement with Comcast of California/Illinois, LLC. After some discussion regarding access channels, the motion passed by the following vote:

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

NAYS: None (0)

Approval of a Memorandum of Agreement between the Village of Riverwoods and the Metropolitan Alliance of Police, Chapter 330

Mr. Huvad explained this is a Memorandum of Understanding related to body worn camera recorders. The requirements for review of body cam videos is set forth in a General Order which was prepared by the Police Chief and attached to the Memorandum as Exhibit A. In implementing the State law, the Village will execute according to the General Order. The videos will be periodically selected for review by the police department in a manner to be mutually agreed upon by our police department and the union.

Trustee Jamerson moved to approve the MOA between the Village of Riverwoods and the Metropolitan Alliance of Police, Chapter 330. Trustee Clayton seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Approval of a Change Order for Work on Saunders Road Water Main Project as presented by GHA, (Pending Staff Review)

A Change Order was requested for work on the Saunders Road water main. GHA found the existing water line had deteriorated to the point that required replacement. The change order would include hydrants and valves in order to manage the chlorination of the system and facilitate fewer shutdowns in the area to finish the installation of the water line.

Ms. Smith noted the amount requested is \$68,100 bringing the contract total to \$844,330. Director Witt noted the base bid plus the Change Order is still \$20,000 less than the next lowest bidder.

Trustee Jamerson moved to approve the Change Order in an amount not to exceed \$68,100. Trustee Clayton seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

There was no Old Business.

Visitors wishing to address the Board

There were no visitors wishing to address the Board

Executive Session

Mayor Ford noted there is reason to go into Executive Session pursuant to Section 2(C)5 of the Open Meetings Act to discuss possible land acquisition.

Trustee Jamerson moved to go into Executive Session. Trustee Clayton seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

The meeting was adjourned to Executive Session at 8:38 pm

The Board meeting was resumed at 9:30 pm with a Roll Call.

Present:

Michael Clayton
Liliya Dikin
Henry Hollander
Rick Jamerson
Jeff Smith

Absent:

Andrew Eastmond

Upon returning to regular session, Trustee Jamerson, seconded by Trustee Dikin, made the following motion:

The Board directs the Village Attorney to begin the process of negotiation and preparation of Letters of Intent for the acquisition of the property at 3750 Deerfield Road, commonly known as the Federal Life property, with a simultaneous agreements with the Lincolnshire Riverwoods Fire Protection District for the purchase of a portion of the property and with Lake County for the settlement of easements and other construction of detention basins and roadways.

The motion was passed by the following vote:

Ayes: Clayton, Dikin, Hollander, Jamerson, Smith

Nays: None

A motion for adjournment was made, seconded and passed unanimously by voice vote.

The meeting was adjourned at 9:50 pm.

The next regular meeting of the Board of Trustees will take place on March 20, 2024 at 7:30 pm.

Respectfully submitted,

Transcribed by:
Jeri Cotton

Attachment: Police Report



**Riverwoods Police
Incident Analysis Report
Summary by Incident Type
3/20/2024**

Activity Through March 12th of Each Year

Incident Type	2024 YTD	This Time 2023 YTD
4B (7503)	22	13
50 PD (7572)	21	10
50 PI (7571)	7	3
50 Priv Prop (7573)	-	2
911 Hang Up (7911)	4	1
Assistance (7021)	81	98
Armed Problem (7246)	15	4
GCIA (7001)	31	23
Armed Robbery (0310)	-	-
Assault (0500)	-	-
Attempt Suicide (7221)	-	-
Battery - Simple (0450)	-	1
Battery (0450)	-	1
Burg - From Motor Veh (0760)	-	-
Burglar Alarm (7082)	53	26
Burglary - Residential (0525)	-	1
Burglary (0500)	-	-
Call 911 (7912)	-	-
Child Seat Inspect (7042)	-	-
Construction Comp (7076)	-	-
Controlled Substance (2050)	-	-
Crack Case Fraud (1156)	-	-
Crim Damage to Prop (1310)	2	1
Crim Sexual Assault (1953)	-	-
Crim Trespass to Land (1300)	1	-
Crim Trespass to Veh (1300)	-	-
Death Investigation (7251)	-	-
Deceptive Practice (1110)	2	-
Domestic Battery (0485)	-	-
Domestic Trouble (7130)	2	3
DUI (2410)	4	8
Fingerprinting (7039)	3	-
Fire Alarm (0733)	10	8
Fire Call (7024)	18	7
Fireworks Complaints (3001)	-	-
Forgery (1120)	-	-
Found Animal (7246)	2	-
Found Prop. (7199)	1	1
Harassment by Telephone (2625)	-	-
Hold Up Alarm (7063)	3	2
Identity Theft (7168)	6	-
Lock out - Vehicle (7091)	5	1
Lost / Misled Prop (7144)	2	1
Missing Person (7178)	-	-
Noise Comp (7078)	1	1
Notification (7049)	3	3
Other Comp (7079)	11	6
Other Investigation (7199)	6	1

Incident Type	2024 YTD	This Time 2023 YTD
Other Trouble (7139)	1	-
Parking Complaint (7522)	1	-
Permit Exam (7047)	370	211
Public Service (7040)	13	5
Roadway Debris (7250)	7	5
Solicitor (7063)	-	-
Suicide (7211)	-	-
Suspicious Auto (7123)	10	12
Suspicious Person (7123)	6	2
Telephone Threat (2620)	-	-
Theft from Motor Veh (0710)	-	-
Theft of Motor Veh (0810)	-	1
Theft Over \$500 (0815)	2	-
Theft Under \$500 (0825)	1	-
Traffic Complaint (7521)	9	4
Turned In Weapons/Ammo (7160)	-	-
Vehicle Crl. Violation (7500)	4	1
Wall Being Chalk (7045)	15	4
Total:	754	489
Crime Prevention Notices	131	126
Case Reports	40	35
Traffic Stops	462	337
Number of Citations Issued	154	137
Number of Persons Issued Citations	120	85

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

Bills



VILLAGE OF
RIVERWOODS
 ESTD 1959

March 28, 2024

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

FROM: Moses Diaz

RE: Council Report for April 02, 2024

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

Fund Number	Fund Name	Total
001	General Fund	\$38,565.27
129	SSA 29	\$127.50
501	Water Fund	\$2,819.76
502	Sewer Fund	\$13,350.63
505	Capital Project Fund	\$37,511.18
TOTAL TO BE APPROVED:		\$92,374.34

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 03/18/2024 - 03/28/2024

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 0362 - AROUND THE TOWN ENTERTAINMENT LLC							
224-040 00016076	AROUND THE TOWN ENTERTAINMENT LLC PLAYGROUND GRAND OPENING 001-101-60700	03/14/2024 MDIAZ PLAYGROUND GRAND OPENING		625.00 625.00	625.00	Open	N 03/18/2024
Total Vendor 0362 - AROUND THE TOWN ENTERTAINMENT LLC				625.00	625.00		
Vendor 0320 - B&F CONSTRUCTION CODE SERVICES							
19039 00016102	B&F CONSTRUCTION CODE SERVICES INSPECTIONS, FEBRUARY 2024 001-102-50345	03/21/2024 MDIAZ INSPECTIONS, FEBRUARY 2024		1,933.32 1,933.32	1,933.32	Open	N 03/25/2024
Total Vendor 0320 - B&F CONSTRUCTION CODE SERVICES				1,933.32	1,933.32		
Vendor MISC - BARB MORTON							
240315BARBMORTO 00016089	BARB MORTON REFUND - ECOLOGIST/FORESTER CONSULT FEES 001-106-30580	03/15/2024 MDIAZ REFUND - ECOLOGIST/FORESTER CONSULT FEES		75.00 75.00	75.00	Open	N 03/20/2024
Total Vendor MISC - BARB MORTON				75.00	75.00		
Vendor 0043 - BRUCE DAYNO							
240223XREIMB 00016092	BRUCE DAYNO CELL PHONE REIMBURSEMENT 001-110-50520	02/23/2024 MDIAZ CELL PHONE REIMBURSEMENT		50.00 50.00	50.00	Open	N 03/21/2024
Total Vendor 0043 - BRUCE DAYNO				50.00	50.00		
Vendor 0803 - CATHY HORWITZ							
2024-103 00016091	CATHY HORWITZ ON SITE TRAINING 001-101-50630	03/20/2024 MDIAZ ON SITE TRAINING		300.00 300.00	300.00	open	N 03/20/2024
Total Vendor 0803 - CATHY HORWITZ				300.00	300.00		

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 03/18/2024 - 03/28/2024

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 0024 - CENTRAL MANAGEMENT SERVICES LGHP							
240326CMS 00016111	CENTRAL MANAGEMENT SERVICES LGHP	03/26/2024		26,190.00	26,190.00	Open	N
	HEALTH INSURANCE - COVERAGE FOR APRIL 20 MDIAZ						03/27/2024
	001-101-40100	INSURANCE - HEALTH		7,001.00			
	001-110-40100	INSURANCE - HEALTH		19,189.00			
Total Vendor 0024 - CENTRAL MANAGEMENT SERVICES LGHP				26,190.00	26,190.00		
Vendor 0033 - CLARK BAIRD SMITH LLP							
18044 00016085	CLARK BAIRD SMITH LLP	02/29/2024		468.75	468.75	Open	N
	LEGAL EXPENSE, 02/27/24, 12870-001 REVIE MDIAZ						03/19/2024
	001-110-50330	LEGAL EXPENSE		468.75			
Total Vendor 0033 - CLARK BAIRD SMITH LLP				468.75	468.75		
Vendor 0718 - COMCAST BUSINESS							
197329356 00016073	COMCAST BUSINESS	03/15/2024		1,135.92	1,135.92	Open	N
	POLICE & VILLAGE HALL TELEPHONE SERVICE MDIAZ						03/18/2024
	001-101-50520	TELEPHONE EXPENSE		567.96			
	001-110-50520	TELEPHONE EXPENSE		567.96			
240311COMCASTX7 00016086	COMCAST BUSINESS	03/11/2024		500.70	500.70	Open	N
	VILLAGE CABLE, INTERNET, FAX MDIAZ						03/19/2024
	001-101-50710	VILLAGE CABLE, INTERNET, FAX		500.70			
240311COMCASTX1 00016087	COMCAST BUSINESS	03/11/2024		495.99	495.99	Open	N
	INTERNET EXPENSE/CABLE /EMAIL MDIAZ						03/19/2024
	001-110-50520	TELEPHONE EXPENSE		60.00			
	001-110-60545	INTERNET EXPENSE/CABLE/EMAIL		435.99			
240308COMCASTX1 00016088	COMCAST BUSINESS	03/08/2024		68.71	68.71	Open	N
	PHONE, OFF-SITE LIFT STATION - 4 TIMBERW MDIAZ						03/19/2024
	502-000-50710	PHONE, OFF-SITE LIFT STATION - 4 TIMBERW		68.71			
Total Vendor 0718 - COMCAST BUSINESS				2,201.32	2,201.32		
Vendor 0038 - COMED							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 03/18/2024 - 03/28/2024

POSTED AND UNPOSTED
OPEN

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 0038 - COMED							
240308COMEDX767 00016078	COMED UTILITY EXPENSE - ELECTRIC 501-000-50710	03/08/2024 MDIAZ		2,697.51	2,697.51	Open	N 03/18/2024
		UTILITY EXPENSE - ELECTRIC		2,697.51			
240308COMEDX499 00016079	COMED UTILITY EXPENSE - ELECTRIC 501-000-50710	03/08/2024 MDIAZ		39.29	39.29	Open	N 03/18/2024
		UTILITY EXPENSE - ELECTRIC		39.29			
240308COMEDX682 00016080	COMED UTILITY EXPENSE - ELECTRIC 502-000-50710	03/08/2024 MDIAZ		75.89	75.89	Open	N 03/18/2024
		UTILITY EXPENSE - ELECTRIC		75.89			
240308COMEDX226 00016081	COMED UTILITY EXPENSE - ELECTRIC 001-104-50720	03/08/2024 MDIAZ		103.53	103.53	Open	N 03/18/2024
		UTILITY EXPENSE - ELECTRIC		103.53			
240308COMEDX665 00016082	COMED UTILITY EXPENSE - ELECTRIC 502-000-50710	03/08/2024 MDIAZ		50.86	50.86	Open	N 03/18/2024
		UTILITY EXPENSE - ELECTRIC		50.86			
240308COMEDX125 00016083	COMED UTILITY EXPENSE - ELECTRIC 502-000-50710	03/08/2024 MDIAZ		66.65	66.65	Open	N 03/18/2024
		UTILITY EXPENSE - ELECTRIC		66.65			
240308COMEDX322 00016084	COMED UTILITY EXPENSE - ELECTRIC 502-000-50710	03/08/2024 MDIAZ		26.40	26.40	Open	N 03/18/2024
		UTILITY EXPENSE - ELECTRIC		26.40			
Total Vendor 0038 - COMED				3,060.13	3,060.13		
Vendor 0041 - DAILY HERALD MEDIA GROUP							
283167 00016077	DAILY HERALD MEDIA GROUP ROAD PROGRAM BID 001-101-50570	03/18/2024 MDIAZ		204.70	204.70	Open	N 03/18/2024
		ROAD PROGRAM BID		204.70			
Total Vendor 0041 - DAILY HERALD MEDIA GROUP							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 03/18/2024 - 03/28/2024

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 0041 - DAILY HERALD MEDIA GROUP							
				204.70	204.70		
Vendor 0049 - ERNIE'S WRECKER SERVICE							
248747							
00016106	ERNIE'S WRECKER SERVICE 2021 DODGE DURANGO #65 - OIL CHANGE, WAT MDIAZ 001-110-50010	03/25/2024		1,348.51	1,348.51	Open	N 03/26/2024
				1,348.51			
Total Vendor 0049 - ERNIE'S WRECKER SERVICE				1,348.51	1,348.51		
Vendor 0483 - ESSCOE LLC							
63904							
00016113	ESSCOE LLC CCTV SYSTEM EQUIPMENT AND PROJECT MANAGE MDIAZ 505-000-90520	02/28/2024		9,491.43	9,491.43	Open	N 03/28/2024
				9,491.43			
Total Vendor 0483 - ESSCOE LLC				9,491.43	9,491.43		
Vendor 0056 - GARVEY'S OFFICE PRODUCTS							
PINV2548223							
00016093	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	03/21/2024		168.38	168.38	Open	N 03/21/2024
				168.38			
PINV2548893							
00016095	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	03/22/2024		18.77	18.77	Open	N 03/22/2024
				18.77			
PINV2548261							
00016097	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-110-60510	03/21/2024		48.50	48.50	Open	N 03/22/2024
				48.50			
PINV2550035							
00016104	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	03/26/2024		60.60	60.60	Open	N 03/26/2024
				60.60			

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 03/18/2024 - 03/28/2024

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							
PINV2550640 00016108	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-101-60510	03/27/2024 MDIAZ OFFICE SUPPLIES		30.88	30.88	Open	N 03/27/2024
PINV2550583 00016109	GARVEY'S OFFICE PRODUCTS OFFICE SUPPLIES 001-110-60510	03/27/2024 MDIAZ OFFICE SUPPLIES		85.03	85.03	Open	N 03/27/2024
Total Vendor 0056 - GARVEY'S OFFICE PRODUCTS				412.16	412.16		
Vendor 0488 - HENRY HOLLANDER							
240323HENRYHOLL 00016101	HENRY HOLLANDER CELL PHONE REIMBURSEMENT, HENRY HOLLANDE 001-101-50520	03/23/2024 MDIAZ TELEPHONE EXPENSE		50.00	50.00	Open	N 03/25/2024
Total Vendor 0488 - HENRY HOLLANDER				50.00	50.00		
Vendor 0792 - HOERR CONSTRUCTION, INC.							
23346 RET. 00016107	HOERR CONSTRUCTION, INC. 2023 SEWER LINING - RETAINAGE RELEASE 502-000-80210	03/19/2024 MDIAZ 2023 SEWER LINING - RETAINAGE RELEASE		13,062.12	13,062.12	Open	N 03/26/2024
Total Vendor 0792 - HOERR CONSTRUCTION, INC.				13,062.12	13,062.12		
Vendor 0316 - JEFFERY JOHNSON							
240325JEFFERYJO 00016103	JEFFERY JOHNSON REIMBURSMENT - MILEAGE, ILEEP TRAINING 001-110-60550	03/25/2024 MDIAZ REIMBURSMENT - MILEAGE, ILEEP TRAINING		385.92	385.92	Open	N 03/25/2024
Total Vendor 0316 - JEFFERY JOHNSON				385.92	385.92		
Vendor 0131 - NAPA AUTO PARTS							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 03/18/2024 - 03/28/2024

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 0131 - NAPA AUTO PARTS							
6871-241076 00016096	NAPA AUTO PARTS AUTO PARTS - WINSHIELD WIPERS 001-110-50010	03/22/2024 MDIAZ AUTO PARTS - WINSHIELD WIPERS		47.98 47.98	47.98	Open	N 03/22/2024
Total Vendor 0131 - NAPA AUTO PARTS				47.98	47.98		
Vendor 0449 - NORTH SHORE GAS							
240314NSGASX066 00016074	NORTH SHORE GAS UTILITIES EXPENSE - GAS 501-000-50710	03/14/2024 MDIAZ UTILITIES EXPENSE - GAS		82.96 82.96	82.96	Open	N 03/18/2024
240314NSGASX191 00016075	NORTH SHORE GAS UTILITIES EXPENSE - GAS 001-101-50710	03/14/2024 MDIAZ UTILITIES EXPENSE - GAS		368.46 368.46	368.46	Open	N 03/18/2024
Total Vendor 0449 - NORTH SHORE GAS				451.42	451.42		
Vendor 0232 - NORTHFIELD PLUMBING INC							
34120 00016094	NORTHFIELD PLUMBING INC RODDED BOTH LAV WASTES IN REAR BATHROOMS 001-101-50115	03/19/2024 MDIAZ RODDED BOTH LAV WASTES IN REAR BATHROOMS		215.00 215.00	215.00	Open	N 03/22/2024
Total Vendor 0232 - NORTHFIELD PLUMBING INC				215.00	215.00		
Vendor 0802 - POINT & PAY							
240320POINT&PAY 00016090	POINT & PAY MONTHLY SERVICE FEE - FEBRUARY, 2024 001-101-50360	03/20/2024 MDIAZ MONTHLY SERVICE FEE - FEBRUARY, 2024		50.00 50.00	50.00	Open	N 03/20/2024
Total Vendor 0802 - POINT & PAY				50.00	50.00		
Vendor 0133 - QUADIENT FINANCE USA, INC.							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 03/18/2024 - 03/28/2024

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 0133 - QUADIANT FINANCE USA, INC.							
240313QUAD 00016100	QUADIANT FINANCE USA, INC. POSTAGE 001-101-50510	03/11/2024 MDIAZ POSTAGE EXPENSE		500.00 500.00	500.00	Open	N 03/25/2024
Total Vendor 0133 - QUADIANT FINANCE USA, INC.				500.00	500.00		
Vendor 0368 - RALPH, SCHWAB & SCHIEVER, CHTD.							
98003 00016112	RALPH, SCHWAB & SCHIEVER, CHTD. LEGAL REVIEW - PREPARE 2024 ILLINOIS ANN 129-000-50330	03/05/2024 MDIAZ LEGAL EXPENSE		127.50 127.50	127.50	Open	N 03/28/2024
Total Vendor 0368 - RALPH, SCHWAB & SCHIEVER, CHTD.				127.50	127.50		
Vendor 0798 - STUCKEY CONSTRUCTION COMPANY, INC.							
24215-101 00016099	STUCKEY CONSTRUCTION COMPANY, INC. POLICE STATION - REPLACE TOILET 001-110-50111	03/19/2024 MDIAZ BUILDING MAINTENANCE		787.85 787.85	787.85	Open	N 03/25/2024
23294-101 00016110	STUCKEY CONSTRUCTION COMPANY, INC. VILLAGE HALL - OFFICE RENOVATION, WORK C 505-000-90520	02/20/2024 MDIAZ OFFICE RENOVATION-WORK COMPLETED 1/18/24		28,019.75 28,019.75	28,019.75	Open	N 03/27/2024
Total Vendor 0798 - STUCKEY CONSTRUCTION COMPANY, INC.				28,807.60	28,807.60		
Vendor 0206 - VERIZON WIRELESS							
9959307138 00016105	VERIZON WIRELESS TELEPHONE EXPENSE 001-101-50520 001-110-50520	03/16/2024 MDIAZ TELEPHONE EXPENSE TELEPHONE EXPENSE		759.69 361.08 398.61	759.69	Open	N 03/26/2024
Total Vendor 0206 - VERIZON WIRELESS				759.69	759.69		
Vendor 0238 - VILLAGE OF BUFFALO GROVE							

INVOICE REGISTER FOR VILLAGE OF RIVERWOODS

POST DATES 03/18/2024 - 03/28/2024

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 0238 - VILLAGE OF BUFFALO GROVE							
2024-00000015 00016098	VILLAGE OF BUFFALO GROVE CPR INSTRUCTION 001-110-50630	03/15/2024 MDIAZ CPR INSTRUCTION		200.00 200.00	200.00	Open	N 03/22/2024
Total Vendor 0238 - VILLAGE OF BUFFALO GROVE				200.00	200.00		
Vendor 0764 - WEX BANK							
95794628 00016072	WEX BANK MONTHLY FUEL 001-110-60550	03/15/2024 MDIAZ MONTHLY FUEL		1,356.79 1,356.79	1,356.79	Open	N 03/18/2024
Total Vendor 0764 - WEX BANK				1,356.79	1,356.79		

# of Invoices:	42	# Due:	42	Totals:	92,374.34	92,374.34
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					92,374.34	92,374.34

--- TOTALS BY FUND ---

001 GENERAL	38,565.27	38,565.27
129 SSA 29 RINGLAND RD.	127.50	127.50
501 CONSOLIDATED WATER FUND	2,819.76	2,819.76
502 SEWER FUND	13,350.63	13,350.63
505 CAPITAL PROJECT FUND	37,511.18	37,511.18

--- TOTALS BY DEPT/ACTIVITY ---

000	53,809.07	53,809.07
101 ADMINISTRATION	11,022.53	11,022.53
102 BUILDING DEPARTMENT	1,933.32	1,933.32
104 ROAD & BRIDGE & STORM WATER	103.53	103.53
106 WOODLAND MANAGEMENT	75.00	75.00
110 POLICE	25,430.89	25,430.89

Police Report



Riverwoods Police Incident Analysis Report

Summary by Incident Type

4/2/2024

Activity Through March 27th of Each Year

Incident Type	2024 YTD	This Time 2023 YTD
46 (7503) (Mortorist Assist)	27	21
50 PD (7572) (Crash Property Damage)	21	16
50 PI (7571) (Crash Personal Injury)	7	7
50 Priv Prop (7573) (Crash Private Property)	-	3
911 Hang up (7911)	5	1
Ambulance (7021)	93	79
Animal Problem (7245)	17	10
AOA (7001)	35	45
Armed Robbery (0310)	-	-
Assault (0500)	-	-
Attempt Suicide (7221)	-	-
Battery - Simple (0460)	-	1
Battery (0400)	-	1
Burg - From Motor Veh (0760)	-	-
Burglar Alarm (7082)	63	63
Burglary - Residential (0625)	-	3
Burglary (0600)	-	1
Cell 911 (7912)	-	-
Child Seat Inspect (7042)	-	1
Construction Comp (7078)	-	1
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	-	1
Crim Damage to Prop (1310)	2	2
Crim Sexual Assault (1563)	-	-
Crim Trespass to Land (1330)	2	1
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	-	1
Deceptive Practice (1110)	2	-
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	2	8
DUI (2410)	9	11
Fingerprinting (7039)	3	5
Fire Alarm (0733)	11	10
Fire Call (7024)	18	13
Fireworks Complaints (3001)	-	-
Forgery (1120)	-	-
Found Animal (7246)	2	-
Found Prop. (7156)	2	1
Harassment by Telephone (2825)	-	-
Hold Up Alarm (7083)	5	7
Identity Theft (7198)	6	1
Lock out - Vehicle (7051)	5	1
Lost / Mislaidd Prop (7144)	2	2
Missing Person (7178)	-	1
Noise Comp (7078)	1	5
Notification (7049)	3	5
Other Comp (7079)	12	12
Other Investigation (7199)	7	7

Incident Type	2024 YTD	This Time 2023 YTD
Other Trouble (7139)	1	1
Parking Complaint (7522)	2	-
Premise Exam (7041)	444	469
Public Service (7040)	14	12
Roadway Debris (7250)	9	9
Solicitor (7063)	-	1
Suicide (7211)	-	-
Suspicious Auto (7123)	10	17
Suspicious Person (7123)	7	8
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	-
Theft of Motor Veh (0910)	-	1
Theft Over \$500 (0815)	2	1
Theft Under \$500 (0825)	1	-
Traffic Complaint (7521)	12	9
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	4	2
Well Being Check (7045)	16	12
Total:	885	890
Crime Prevention Notices	155	153
Case Reports	48	45
Traffic Stops	578	411
Number of Citations issued	210	163
Number of Persons Issued Citations	157	102

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



April 2, 2024

Mr. Craig Culp
Executive Director
North Shore Special Recreation Association
1221 County Line Road
Highland Park, IL 60035

Dear Mr. Culp,

Pursuant to our Intergovernmental Agreement, the Board of Trustees of the Village of Riverwoods hereby appoints Kristine L Ford as our representative to the Board of Directors of the North Shore Special Recreation Association with all the rights and privileges granted hereunder.

Sincerely,

Kristine L Ford, CFA
Mayor, President of the Board

New Business

March 26, 2024

Mayor Kristine Ford and Board of Trustees
Village of Riverwoods
300 Portwine Road
Riverwoods, Illinois 60015

Re: RW 2024 Road Maintenance Project
Bid Results and Recommendation

Dear Mayor Ford and Trustees:

On Tuesday, March 26, 2024, bid proposals for the above referenced project were received, opened, and publicly read aloud at the Village of Riverwoods Village Hall. The project involves pavement removal, aggregate base course, HMA surface and binder course, pavement patching, crack routing and sealing, and other associated improvements.

A total of three (3) bids were received from contractors. See below for the as-bid breakdown:

Contractor	Base Bid
Schroeder Asphalt Services, Inc.	\$ 105,239.46
Chicagoland Paving Contractors, Inc.	\$ 120,500.00
Peter Baker & Son Co	\$ 150,533.25
Engineer's Estimate of Probable Cost	\$ 123,000.00

Shroeder Asphalt Services, Inc. submitted the lowest bid. Shroeder Asphalt Services, Inc. has performed similar projects and has the means and experience to complete the project per the plans and specifications.

We recommend award of a contract for the Riverwoods 2024 Road Maintenance Project to Shroeder Asphalt Services, Inc. based on the base bid amount of \$ 105,239.46.

An alternate bid was included which involved the installation of a new walking pathway at the Village of Riverwoods Police Department, as well as additional pavement patching and crack routing and sealing work at Riverwoods Village Hall. This alternate is still under review.

If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,
Gewalt Hamilton Associates, Inc.



Carissa Smith, P.E.
Village Engineer

encl: Bid Tabulation

Client:	Riverwoods	Bid Opening Date:	3/26/2024
Project:	2024 Road Program	Bid Opening Time:	10:00 AM
GHA Project No:	9770.150	Bid Opening Location:	Riverwoods Village Hall - 300 Portwine Road
Project Manager:	Wadee Rafati		

Item No.	Description	Qty	Unit	Engineer's Estimate of Probable Cost		Schroeder Asphalt Services, Inc.		Chicagoland Paving Contractors, Inc.		Peter Baker & Son Co	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
20201200	Removal and Disposal of Unsuitable Material	10.0	CY	\$75.00	\$750.00	\$100.00	\$1,000.00	\$20.00	\$200.00	\$160.00	\$1,600.00
21101600	Topsoil Furnish and Place Variable Depth	100.0	SY	\$10.00	\$1,000.00	\$11.50	\$1,150.00	\$10.00	\$1,000.00	\$12.00	\$1,200.00
25000110	Seeding, Class 1A	0.02	AC	\$12,000.00	\$240.00	\$12,000.00	\$240.00	\$25,000.00	\$500.00	\$15,000.00	\$300.00
25000400	Nitrogen Fertilizer Nutrient	2.0	LBS	\$15.00	\$30.00	\$30.00	\$60.00	\$10.00	\$20.00	\$2.00	\$4.00
25000700	Potassium Fertilizer Nutrient	2.0	LBS	\$15.00	\$30.00	\$30.00	\$60.00	\$10.00	\$20.00	\$2.00	\$4.00
25100630	Erosion Control Blanket	100.0	SY	\$6.00	\$600.00	\$7.00	\$700.00	\$15.00	\$1,500.00	\$5.00	\$500.00
45100100	Crack Routing (Pavement)	2,702.5	FT	\$0.12	\$324.30	\$0.55	\$1,486.38	\$0.60	\$1,621.50	\$0.40	\$1,081.00
45100200	Crack Filling	5,405.0	LBS	\$1.90	\$10,269.50	\$2.06	\$11,118.09	\$2.50	\$13,512.50	\$0.85	\$4,594.25
67100100	Mobilization	1.0	LS	\$7,286.20	\$7,286.20	\$3,500.00	\$3,500.00	\$6,101.00	\$6,101.00	\$850.00	\$850.00
48101200	Aggregate Shoulders, Type B, (Variable Depth)	365.0	TN	\$65.00	\$23,725.00	\$55.00	\$20,075.00	\$65.00	\$23,725.00	\$100.00	\$36,500.00
X4021000	Temporary Access (Private Entrance)	1.0	EA	\$160.00	\$160.00	\$350.00	\$350.00	\$100.00	\$100.00	\$250.00	\$250.00
X4023000	Temporary Access (Road)	1.0	EA	\$285.00	\$285.00	\$500.00	\$500.00	\$100.00	\$100.00	\$350.00	\$350.00
X7010216	Traffic Control and Protection (Special)	1.0	LS	\$300.00	\$300.00	\$5,000.00	\$5,000.00	\$100.00	\$100.00	\$2,500.00	\$2,500.00
-	Class D Patches, Type I-IV, 4 Inch (Special)	1,200.0	SY	\$65.00	\$78,000.00	\$50.00	\$60,000.00	\$60.00	\$72,000.00	\$84.00	\$100,800.00
Total Base Bid					\$123,000.00		\$105,239.46		\$120,500.00		\$150,533.25
20200100	Earth Excavation	40.0	CY	\$100.00	\$4,000.00	\$79.00	\$3,160.00	\$150.00	\$6,000.00	\$160.00	\$6,400.00
20201200	Removal and Disposal of Unsuitable Material	5.0	CY	\$100.00	\$500.00	\$100.00	\$500.00	\$20.00	\$100.00	\$160.00	\$800.00
21001000	Geotechnical Fabric For Ground Stabilization	175.0	SY	\$7.00	\$1,225.00	\$3.00	\$525.00	\$1.00	\$175.00	\$5.00	\$875.00
21101600	Topsoil Furnish and Place Variable Depth	175.0	SY	\$10.00	\$1,750.00	\$11.50	\$2,012.50	\$10.00	\$1,750.00	\$12.00	\$2,100.00
25000110	Woodland B1Seed Mix., Class 1A	0.1	AC	\$15,000.00	\$1,500.00	\$22,000.00	\$2,200.00	\$10,000.00	\$1,000.00	\$15,000.00	\$1,500.00
25000400	Nitrogen Fertilizer Nutrient	2.0	LBS	\$15.00	\$30.00	\$30.00	\$60.00	\$10.00	\$20.00	\$2.00	\$4.00
25000700	Potassium Fertilizer Nutrient	2.0	LBS	\$15.00	\$30.00	\$30.00	\$60.00	\$10.00	\$20.00	\$2.00	\$4.00
25100630	Erosion Control Blanket	175.0	SY	\$7.00	\$1,225.00	\$7.00	\$1,225.00	\$5.00	\$875.00	\$5.00	\$875.00
35101582	Aggregate Base Course, Type B, 6"	50.0	TN	\$50.00	\$2,500.00	\$45.00	\$2,250.00	\$50.00	\$2,500.00	\$80.00	\$4,000.00
35800100	Preparation of Base	155.0	SY	\$10.00	\$1,550.00	\$7.00	\$1,085.00	\$5.00	\$775.00	\$5.00	\$775.00
40603080	Hot-Mix Asphalt Binder Course, IL-19.0, N50, 2.25" (Special)	150.0	TN	\$110.00	\$16,500.00	\$125.00	\$18,750.00	\$100.00	\$15,000.00	\$150.00	\$22,500.00
40604060	Hot-Mix Asphalt Surface Course, Mix 'D', IL-9.5, N50, 1.75" (Special)	130.0	TN	\$115.00	\$14,950.00	\$135.00	\$17,550.00	\$211.20	\$27,456.00	\$161.00	\$20,930.00
40700100	Bituminous Materials (Tack Coat)	20.0	LBS	\$2.00	\$40.00	\$0.01	\$0.20	\$0.01	\$0.20	\$10.00	\$200.00
42400200	Portland Cement Concrete Sidewalk 5 Inch	30.0	SF	\$80.00	\$2,400.00	\$70.00	\$2,100.00	\$50.00	\$1,500.00	\$111.00	\$3,330.00
42400800	Detectable Warnings	10.0	SF	\$100.00	\$1,000.00	\$80.00	\$800.00	\$100.00	\$1,000.00	\$58.00	\$580.00
44000500	Combination Curb and Gutter Removal	15.0	LF	\$25.00	\$375.00	\$40.00	\$600.00	\$25.00	\$375.00	\$106.00	\$1,590.00
45100100	Crack Routing (Pavement)	70.0	FT	\$0.12	\$8.40	\$0.11	\$7.70	\$3.00	\$210.00	\$2.00	\$140.00
45100200	Crack Filling	140.0	LBS	\$1.90	\$266.00	\$27.50	\$3,850.00	\$6.00	\$840.00	\$2.00	\$280.00
60611811	Combination Concrete Curb and Gutter, Type M-12	15.0	LF	\$100.00	\$1,500.00	\$200.00	\$3,000.00	\$100.00	\$1,500.00	\$395.00	\$5,925.00
-	Class D Patches, Type I-IV, 4 Inch (Special)	65.0	SY	\$65.00	\$4,225.00	\$80.00	\$5,200.00	\$60.00	\$3,900.00	\$135.00	\$8,775.00
Alternate 1					\$55,574.40		\$64,935.40		\$64,996.20		\$81,583.00
Total Bid					\$178,574.40		\$170,174.86		\$185,496.20		\$232,116.25

TO: Mayor Kris Ford
CY :Tony Vasquez, Finance Director
FROM> Bill Balling
SUBJECT: Recommendation of Ms. Danice Moore for the Position of Village Clerk
DATE: 28 March, 2024

Mayor Ford,

I am pleased to recommend the appointment of Ms. Danice Moore, a resident of Fox Lake, IL to the position of Village Clerk in Riverwoods. As you know this position has been vacant following the resignation of our prior Clerk and Our Deputy Clerk who also serves as our Building Coordinator has been filling in for our entire team and has done an exceptional job addressing some of the core tasks we have called upon Vivian to complete. We are at a point where core elements of the Clerk's responsibilities should not be deferred any further, especially in the area of updating our records management system, which will take up a large block of time for the new hire. This appointment is a priority.

The solicitation for this position included a review of the current compensation levels paid in the region, position posting in both the Illinois City and County Management Association, posting in the Illinois Municipal League's job postings and direct contract with professionals in the field including the leadership in the Lake /McHenry Clerks Association, The North Cook County Municipal Association leadership, and direct contact including 6 highly skilled and employed candidates in the area. The recruitment created interest from six candidates, two of which withdrew in mid search due to accepting other positions. The recruitment number one goal was to identify the best candidate with a solid understanding of the position and local government and Ms. Danice Moore is such a candidate.

As you will see from her Resume which is a part of the packet, She has developed an exemplary resume in the Village of Fox Lake having served in the position of Plan Commissioner, Village Clerk, Village Trustee, and currently is a Member of the Fox Lake Board of Police and Fire Commissioners. In addition her resume has her presently employed with the Round Lake School District, and formerly serving as a paralegal for an area law firm.

Academically she has proven herself as a life long learner earning three degrees, an Associates from the College of Lake County, a Bachelors from the University of Illinois and a masters Degree from Northern Illinois University. I strongly recommend Danice Moore for appointment to Village Clerk in Riverwoods. I have attached an information packet for your information, including Denice's Cover Letter, Resume., The position notice used for candidate solicitation., the Village job description and a conditional draft of the letter of employment, spelling out the terms of engagement. Mayor Ford will supervise and direct the activities of the Village Clerk which will include support for the entire staff. Background confirmation is underway and will be completed before appointment if finalized. First day on site is planned for April 15, 2024. I appreciate the opportunity in bringing such a well prepared candidate to the Village for this important position.

DANICE MOORE, MPA

PROFILE

Aiming to pursue a career in local government, my passion for public service drives me. My expertise in managing calendars, organizing meetings and events, handling confidential documents, and communicating with both internal and external stakeholders is unmatched. I am renowned for my exceptional communication and interpersonal skills, along with my ability to work independently or within a team. My public administration education has also equipped me with the fundamental skills necessary to work effectively and efficiently for local government entities.

PROFESSIONAL EXPERIENCE

Teacher's Assistant

Professional Experience at Round Lake High School, District 126 | 2018 - Present

- Aiding in instructional activities, student engagement, classroom management, and behavior modification for high school students
- Proficient in the use of various educational technologies
- Assisting in maintaining the credit recovery program and related student data
- Building trust and rapport with both students and fellow staff members

Paralegal/Legal Assistant

Professional Experience at Rozovics Law Firm, LLC (2012-2018)

My time at Rozovics Law Firm, LLC was filled with diverse responsibilities, such as:

- Coordinating calendars, docketing software, and appointments
- Creating legal memoranda, documents, and client correspondence
- Maintaining confidential document management systems
- Conducting research to support legal cases
- Conducting interviews with clients for case assessments
- Providing general administrative assistance, including managing office supplies inventory.

MUNICIPAL EXPERIENCE

- Fox Lake Police Commission
2023-Present
- Trustee for the Village of Fox Lake 2018-2023
- Clerk for the Village of Fox Lake
2017-2018
- Village of Fox Lake Planning & Zoning
2012-2017

EDUCATION

Northern Illinois University

Master of Public Administration with Honors, Local Government Management
2020-2022

University of Illinois, Urbana-Champaign

Bachelor of Arts, Anthropology Concentration
2004-2006

College of Lake County

Associate of Arts, General Studies
2002-2004

CONTACT



224-343-4999



danicemr@gmail.com



95 Woodhills Bay Rd., Fox Lake, IL

CERTIFICATIONS

- Paralegal Certification, American Bar Association Accredited from the College of Lake County, IL

Village Clerk

Village Clerk, (Appointed)

Non-Exempt Position

Department: Administration Department

Supervision received: Reports to the Mayor

Essential Duties: The Village Clerk is an appointed officer of the Village who is responsible for performing all statutory duties prescribed in the Illinois Statutes for the office of Village Clerk. The Village Clerk is also responsible for performing such additional duties as may be prescribed by the Mayor and Board of Trustees. The Village Clerk serves under the direction of the Mayor. As a member of the Administration Department, the Village Clerk will perform multiple administrative tasks and duties, as directed by the Mayor, to meet the service needs and operational objectives of municipal operations and to provide general information to our residents as may be required, including for example, with information and support with voter registration.

The Village Clerk is responsible for attending all meetings of the Village Board including Executive Sessions to maintain a record of proceedings of matters before the Village Board both formally and informally. The Village Clerk may be assisted in the Clerk's duties through services of a Recording Secretary and or a Deputy Village Clerk who may serve from time to time on statutory matters under the overall direction of the Village Clerk. While the accuracy of the meeting record is ultimately the responsibility of the Village Board who must approve all meeting minutes, concise and accurate and brief written summaries of statements of all persons speaking on any item presented to the Village Board, the primary points made and a brief statement of the substantive content of discussion including a record of motions made, voted tallied, and direction given by the Village Board, need to be captured in concise draft meeting minutes.

The Village Clerk is expected to attend all meetings of Board, and at the direction of the Mayor, may attend Working Group subcommittees, as well as meetings of the Plan Commission and Zoning Board of Appeals, as needed, and to keep a record of the proceedings of such meetings.

There are multiple additional statutory tasks which are a duty of the Village Clerk including the maintenance of an up to date public records system within the Village conforming to all elements of the State public records act. While the Village Clerk has custody and control of all municipal documents, books, and papers, the Clerk is assisted in much of this work by Village Departments such as Finance, Community Services, and Police, which maintain specialized records to facilitate departmental efficiencies within their Departments. As a general rule all contract documents obligating the Village need to be a part of the Village record and under the supervision of the Village Clerk.

The Village Clerk also maintains the Corporate Seal used to validate the actions of the Corporate Authority, and manages and retains ordinances including required publication of Ordinances when required.

Typically, a sequentially numbered and complete municipal Ordinance book is maintained and up to date at all times. The Clerk also has the authority to administer Oaths of Office.

The Village Clerk is expected to become trained in the administration of the Open Meetings Act and to serve as the Village's chief FOIA officer under the Freedom of Information Act as a part of the Clerk's service.

Periodically, the Village Clerk will be called upon to provide assistance and participate in Village-sponsored events and special Village projects outside the normal work week.

Residence Requirement: The Village Clerk is not required to be a resident of the Village.

Work Environment: This is a senior internal and statutory position of municipal government which is public facing and focused on serving residents and supporting the performance of the Village Board through the accurate record of proceedings in the Board's official capacities. As a smaller municipal organization, close collaborative relationships with other Directors and employees is essential for exceptional work performance.

Tools and Equipment: Personal computers, copy and scanning machines, calculators, telephone systems both line and cell based, and electronic locking and security systems for Village Hall. Ability to maintain both a paper and electronic filing system.

Required Qualifications: Must be 21 years of age at time of employment. Must possess a bachelor's degree with experience in managing legal documents strongly recommended. Five to seven years experience working in an office environment with strong customer relations experience, excellent written and oral communications skills, including Microsoft office experience, Excel, and Adobe information systems. Experience in working in a municipal office environment is highly desired.



April 3, 2024

Ms. Danice Moore
95 Woodhills Bay Road
Fox Lake, IL 60020

Re: Employment with Village of Riverwoods

Dear Danice,

This letter agreement ("Agreement") constitutes an offer of at-will employment by the Village of Riverwoods for the purpose of accepting appointment for the position of Village Clerk with the duties and responsibilities as set forth in this Agreement. As an employee, your employment will be subject to all of the terms and conditions of the Village's Personnel Manual, as currently adopted and as amended from time to time (the "Personnel Manual"), except as otherwise provided in this letter.

By signing this Agreement, you will be indicating your acceptance of at-will employment in the aforementioned position on the terms and conditions described herein.

Term - At-Will Employment

Your term of employment will begin on Monday, **April 15, 2024**, and you shall continue to serve in the position at the discretion of the Mayor. Nothing in this Agreement or the Personnel Manual shall create any property right in your continued employment, and no such right may be created unless specifically ratified in writing by the Board. At-will employment means that you can be terminated as an employee and removed from the appointed office of Village Clerk by the Mayor whenever the Mayor is of the opinion that the interests of the Village will be served by such removal pursuant to the Illinois Municipal Code (65 ILCS 5/3.1-35-10). The duties of the position of Village Clerk may include duties other than those statutorily provided, and such other duties may be revised by the Village at any time, in the sole discretion of the Village with no notice and without legal consequences. Additionally, you are free to leave employment at any time for any reason or no reason with no adverse legal consequences.

Non-Exempt Position

Under the Riverwoods Village Code, the Village Clerk serves under the direction of the Mayor. It is expected that you will perform your duties at the Village Hall (excluding holidays), Monday through Friday, beginning at 8:30 a.m. and ending at 4:30 p.m., except as provided below. The Village Clerk is required to attend all regular, committee of the whole and special meetings of the Board of Trustees. The Mayor may also direct that you attend meetings of Board and Working Group subcommittees, as well as meetings of the Plan Commission and Zoning Board of Appeals, as needed.

You will be classified as a Non-Exempt Employee of the Village and are eligible for overtime compensation consistent with the Personnel Manual and subject to the direction of the Mayor. Your work hours while attending various meetings outside of normal work hours will be recorded.

Duties and Responsibilities of the Village Clerk

The duties of the Village Clerk, whether stated below or not, shall include all duties as provided by Illinois Statutes. The position of Village Clerk in the Village, however, includes other duties, as specified below, which go beyond the statutory duties. The role of Village Clerk in the Village includes responsibilities for interacting with residents of the Village, providing customer service, assisting in Village communications, and performing assigned administrative tasks in a professional, timely, efficient, and accurate manner, and the Village Clerk shall carry out the combined duties as described herein, and such other duties as may be properly assigned by the Mayor, all under the supervision of the Mayor. The duties and responsibilities of the Village Clerk shall include, but shall not be limited to, the following:

- A. Serve as the official keeper of the records for the Village and maintain a complete and accurate record of Village Board meeting and Committee of the Whole meeting proceedings and the proceedings of other Boards and Commissions as requested by the Mayor;
- B. Provide administrative support to the Mayor and the Village Board of Trustees for Village-related matters, including disseminating important Village information;
- C. Prepare, compile, and distribute materials, including agendas and corresponding supporting documents for meetings of the Village Board;
- D. Coordinate court reporter services, as required, serve as notary public, and handle the coordination of certificates of liability insurance;

E. Prepare and file necessary statutory reports, oversee fiscal-year scheduling requirements and a tentative calendar relative to appropriate and tax levy matters, prevailing wage rates, sale of volume cap bonds, and track letters of credit;

F. Post and/or publish as needed public meeting notices in accordance with the Open Meetings Act and other statutory requirements;

G. Take minutes for Village Board and Committee of the Whole meetings and other assigned meetings, and prepare minutes of such meetings for approval by the Village Board and/or by the Committee of the Whole, as the case may be;

H. Maintain official Village files relative to minutes and various agendas;

I. Serve as the Village's primary Freedom of Information Act ("FOIA") Officer, process FOIA requests on a timely basis in compliance with Illinois Statutes, and oversee FOIA compliance by other Village staff members; Also serves as OMA, Open Meetings Officer, for the Village.

J. Maintain custody of the Village Seal, file Oaths of Office, and post and publish written notification(s) of public hearings;

K. Assist petitioners through the planning and zoning processes, as requested by the Mayor;

L. Perform, assist applicants, and handle the licensing processes for obtaining liquor, food, business, massage establishment, and amusement device licenses from the Village, including processing of applications, mailing of annual renewal letters and license forms and applications, as well as serve as liaison to various law enforcement agencies and the Illinois Liquor Commission to process background checks of applicants and assure compliance with the Illinois Liquor Code and this Code;

M. Handle the annual business license renewal process by confirming businesses in the business park with building owners, send out business license renewal forms and invoices, and keep track of the status of the Village's licensing of businesses located within the Village;

N. Perform all election duties required of the Village Clerk: provide election packets to candidates, publish legal notices, certify candidates, file completed candidate forms with Lake County, and serve as Deputy Registrar to register citizens to vote;

O. Assist in the preparation of the Village newsletter and bulletins, and update the official Village website relative to the posting of legal notices, agendas, and approved minutes;

P. Assist with the day-to-day administrative operations of the Village; May include including ordering and/or picking up office supplies, ensure working with staff to ensure

Village equipment is operational, and work with Village staff to keep the Village office and Village Hall clean and well maintained;

Q. Serve as customer service lead and assist when required, with answering and directing telephone calls, greeting visitors, processing complaints, assist the public with the building permit application process, vehicle stickers, and yard waste stickers, mail, and assist the public with and keep a calendar of all reservations of Village facilities;

R. Assist the Mayor with special projects, including planning and executing of various community events; and

S. Perform other duties as properly assigned by the Mayor.

Base Salary and Overtime

Your starting salary offered for this full time position is \$28 per hour, which when annualized (at 40 hours per week) is equivalent to **\$ 58,240** per year in accordance with standard Village payroll procedures for Village employees. Review and evaluation for increases in your salary will be conducted in the manner provided for other Village employees. Overtime is payable for hours worked above 40 hours per week, at a rate of 1.5 times the base hourly rate.

Benefits, Holidays and Vacation

You will enjoy the insurance, leaves and other benefits, holidays, and vacation accorded to Village employees, as approved from time to time as part of the Personnel Manual by the Board of Trustees.

This Agreement does not purport to be inclusive of the policies, rules, benefits and practices of the Village as included within the Personnel Manual as currently adopted and as amended from time to time, which are nonetheless binding on you. You acknowledge receipt of the Personnel Manual prior to the execution of this Agreement.

No amendment or waiver of any provision of this Agreement will be binding on either party unless and until it has been reduced to writing and executed by all the parties.

The provisions of this Letter Agreement have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon completion of a background check and execution of a Letter Agreement.

If the foregoing terms are acceptable to you, please countersign this letter in the space provided below.

Village of Riverwoods

Kristine L. Ford
Village President

AGREED and ACCEPTED

Danice Moore

Date: _____

RESOLUTION NO. 24-04-__

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL OPERATING
AGREEMENT AMONG THE MEMBER AGENCIES OF THE
VIOLENT CRIME INTELLIGENCE TASK FORCE**

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

WHEREAS, the Illinois State Police (“ISP”), an Illinois law enforcement agency, has created the Violent Crime Intelligence Task Force pursuant to 20 ILCS 2605/2605-605 (the “Task Force”) and has invited the Riverwoods Police Department to join the Task Force;

WHEREAS, the Task Force is a statewide multi-jurisdictional task force that shares information with participating agencies where feasible to reduce and prevent illegal possession and use of firearms, solve firearm-related crimes, and otherwise reduce violent crimes in Illinois;

WHEREAS, the ISP has developed a form of Intergovernmental Operating Agreement to be adopted by all participating agencies in the Task Force;

WHEREAS, the President and Board of Trustees find that is it necessary and desirable to protect the health, safety and welfare of the residents of the Village by authorizing the Village to enter into the Intergovernmental Operating Agreement Among the Member Agencies of the Violent Crime Intelligence Task Force (the “Agreement”), which has been submitted to the President and Board of Trustees of the Village for adoption.

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

SECTION ONE: The facts, statements and findings contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution. The Agreement is attached to this Resolution and incorporated herein as if set out in full by this reference.

SECTION TWO: The Police Chief is hereby authorized to execute the Agreement thereby making the Village a participating agency in the Task Force, subject to the terms and conditions of the Agreement.

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

AYES:

NAYS:

ABSENT:

PASSED & APPROVED this 2nd day of April 2024.

Village President

Attest:

Village Clerk

**INTERGOVERNMENTAL OPERATING AGREEMENT BETWEEN
THE RIVERWOODS POLICE DEPARTMENT
AND THE ILLINOIS STATE POLICE**

Pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, this Intergovernmental Operating Agreement (“Agreement”) is entered by and between _____, a municipal law enforcement agency within the _____, Illinois, (“Participating Agency”) , and the Illinois State Police (“ISP”), an Illinois law enforcement agency. This Agreement creates the Violent Crime Intelligence Task Force pursuant to 20 ILCS 2605/2605-605 and sets forth conditions for participation.

WHEREAS, the Participating Agency is a law enforcement agency dedicated to combating crime in its jurisdiction, including but not limited to gun violence, gun-trafficking, and other violent crime;

WHEREAS, the ISP is authorized to establish a statewide multi-jurisdictional Violent Crime Intelligence Task Force pursuant to the Illinois State Police Law (20 ILCS 2605/2605-605);

WHEREAS, both the ISP and the Participating Agency (collectively, “Parties”) agree that it is in the best interests of the Parties and the public to share information and develop partnerships where feasible to reduce and prevent illegal possession and use of firearms, solve firearm-related crimes, and otherwise reduce violent crimes in Illinois;

WHEREAS, the mission of this Task Force is to preserve life, eliminate the fear of violent crime, and reduce the occurrence of violent crime; and

WHEREAS, the Task Force is intended to focus on reducing and preventing illegal possession and use of firearms, firearm related homicides, and other violent crimes (20 ILCS 2605/2605-605), in part, by enhancing enforcement of the Firearm Owner Identification (FOID) Card Act, the Firearm Concealed Carry Act, the Firearm Dealer License Certification Act, and Article 24 of the Criminal Code of 2012;

WHEREAS, the Parties agree that in order to further these goals and objectives, the Participating Agency shall, upon execution of this Agreement, become a member of the above referenced Violent Crime Intelligence Task Force; and

WHEREAS, both the ISP and the Participating Agency agree the Parties shall perform their duties with the utmost integrity in their respective operations;

NOW, THEREFORE, for and in consideration of the mutual promises contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

I. TERM OF AGREEMENT

This Agreement shall commence on July 1, 2023, and shall continue year to year until amended or modified by mutual agreement of the Parties or until terminated as provided herein. In any event, the Parties agree that the terms and conditions of this Agreement shall be reviewed periodically and updated as necessary. This Agreement supersedes all prior Agreements between the Participating Agency and the ISP with respect to the matters addressed herein.

II. GENERAL PROVISIONS

1. The Task Force may develop and acquire information, training, tools, and resources necessary to implement a data-driven approach to policing, with an emphasis on intelligence development. 20 ILCS 2605/2605-605(1).
2. The Task Force may utilize information sharing, partnerships, crime analysis, and evidence-based practices to assist in the reduction of firearm-related shootings, homicides, and gun-trafficking. 2605-605(2).
3. The Task Force may recognize and utilize best practices of community policing and may develop potential partnerships with faith-based and community organizations to achieve its goals. 2605-605(3).
4. The Task Force may identify and utilize best practices in drug-diversion programs and other community-based services to redirect low-level offenders. 2605-605(4).
5. The Task Force may assist in violence suppression strategies including, but not limited to, details in identified locations that have shown to be the most prone to gun violence and violent crime, focused deterrence against violent gangs and groups considered responsible for the violence in communities, and other intelligence driven methods deemed necessary to interrupt cycles of violence or prevent retaliation. 2605-605(5).
6. In consultation with the Chief Procurement Officer, the Department of State Police may obtain contracts for software, commodities, resources, and equipment to assist the Task

Force with achieving this Act. Any contracts necessary to support the delivery of necessary software, commodities, resources, and equipment are not subject to the Illinois Procurement Code, except for Sections 20-60 (duration of contracts), 20-65 (right to audit records), 20-70 (finality of determination), and 20-160 (business entities; certifications; registration with the State Board of elections) and Article 50 (procurement ethics and disclosure) of that Code, provided that the Chief Procurement Officer may, in writing with justification, waive any certification required under Article 50 of the Illinois Procurement Code. 2605-605(6).

7. The Task Force will conduct enforcement operations against persons whose Firearm Owner's Identification Cards have been revoked or suspended and persons who fail to comply with the requirements of Section 9.5 of the Firearm Owners Identification Card Act, prioritizing individuals presenting a clear and present danger to themselves or to others under paragraph (2) of subsection (d) of Section 8.1 of the Firearm Owners Identification Card Act. 2605-605(7).
8. The Task Force will collaborate with local law enforcement agencies to enforce provisions of the Firearm Owners Identification Card Act, the Firearm Concealed Carry Act, the Firearm Dealer License Certification Act, and Article 24 of the Criminal Code of 2012. 2605-605(8).
9. By joining the Task Force, other Law Enforcement Agencies understand each agency, including the ISP, is responsible for their own costs, expenses, equipment, and personnel salaries and benefits. This Agreement does not create any financial obligation between any Law Enforcement Agency including the ISP.
10. All members of the Task Force will share information related to violent crimes as necessary and appropriate for joint investigations.
11. All members of the Task Force will share data related to violent crimes as necessary and appropriate for resource allocation and reporting requirements.
12. All members of the Task Force will share information related to invalid or revoked FOID cards in circulation in their jurisdictions, as well as their efforts to recover such FOID cards.
13. All members of the Task Force may share personnel and equipment to assist other member agencies of the Task Force.

III. DUTIES AND RESPONSIBILITIES OF THE PARTIES

1. The Director of the ISP or the designee of same shall:
 - A. Designate an ISP Command Officer to serve as a member of Violent Crime Intelligence Task Force;
 - B. Collaborate with local law enforcement agencies to enforce provisions of the Firearm Owners Identification Card Act, the Firearm Concealed Carry Act, the Firearm Dealer License Certification Act, and Article 24 of the Criminal Code of 2012;
 - C. Maintain and be the custodian of all records related to or generated by the Task Force. The records may include reports, notes, communications, databases, photographs, diagrams, maps, electronic and digitized material. All records will be maintained in compliance with relevant Record Retention Schedules and the State Records Act [5 ILCS 160/et seq.];
 - D. In its role as the custodian of all records generated, ISP shall respond to requests for records made under the Freedom of Information Act (FOIA). [5 ILCS 140/et seq.] If records were created for the Participating Agency, the ISP may require an update on the status of an investigation to determine whether any statutory exemptions apply (e.g., whether a case is an active criminal investigation); and
 - E. Manage the granting of funds from the FOID Enforcement Fund pursuant to the Illinois State Police Law.
2. The Chief or Sheriff of the Participating Agency or the designee of the same shall:
 - A. Designate members of the Participating Agency to serve as members of the Violent Crime Intelligence Task Force;
 - B. Conduct enforcement operations against persons whose Firearm Owner's Identification Cards have been revoked or suspended and persons who fail to comply with the requirements of Section 9.5 of the Firearm Owners Identification Card Act, prioritizing individuals presenting a clear and present danger to themselves or to others under paragraph (2) of subsection (d) of Section 8.1 of the Firearm Owners Identification Card Act;

- C. Collaborate with the ISP to enforce provisions of the Firearm Owners Identification Card Act, the Firearm Concealed Carry Act, the Firearm Dealer License Certification Act, and Article 24 of the Criminal Code of 2012;
- D. Respond to case status inquiries in a timely manner so the ISP may satisfy FOIA deadlines;
- E. Serve as the custodian of its records and responding to requests made to it under the Freedom of Information Act. [5 ILCS 140/et seq.]; and
- F. Designate an employee to receive grant funds from the FOID Enforcement Fund awarded pursuant to Illinois State Police Law.

IV. FOID ENFORCEMENT FUND GRANTS

1. The ISP shall:
 - A. Determine the Participating Agency's eligibility to receive grant funds from the FOID Enforcement Fund;
 - B. Where funds are available and have been appropriated, award grant funds from the FOID Enforcement Fund;
 - C. Require monthly performance and quarterly financial reporting from the Participating Agency when grant funds have been awarded; and
 - D. Ensure grant funds are spent in such a manner so as to affect the purpose of this Agreement, with specific emphasis on placing individuals into compliance who have had their firearm rights revoked or suspended and have been identified as presenting a risk to public safety in Illinois as determined by the ISP Division of Criminal Investigations (DCI).
2. Participating Agencies that apply for and receive FOID Enforcement Grant Funds shall:
 - A. Designate a member of its Participating Agency to receive and manage grant funds from the FOID Enforcement Fund awarded pursuant to this Agreement;
 - B. Execute the Task Force Grant Agreement Addendum, which shall be incorporated to this Agreement by reference;

- C. Comply with required monthly performance and quarterly financial reporting within 7 days after the end of each reporting period when grant funds have been awarded;
- D. Ensure grant funds are spent in such a manner so as to affect the purpose of this Agreement and in compliance with the ISP Firearm Safety Enforcement Grant Detail Protocols as established by the ISP DCI;
- E. Focus its efforts on placing individuals into compliance who have had their firearm rights revoked or suspended and have been identified as presenting a risk to public safety in Illinois as determined by the ISP DCI; and
- F. Retain records sufficient to support the expenditure of grant funds for a period of not less than seven years and cooperate with any request to audit such records from the Illinois State Police or Illinois Auditor general.

V. APPLICABLE LAW

This Agreement shall be governed and construed according to Illinois law.

VI. MEMBERSHIP

Membership in the Task Force is created when both authorized signatures of the Law Enforcement Agency and the Illinois State Police appear on the last page of the Agreement. New members of the Task Force need only execute (sign and date) the last page of this Agreement for ISP to consider membership in the Task Force. Once membership in the Task Force is approved by the ISP, the signed signature page will be returned to the Law Enforcement Agency. An emailed, or .pdf copy of the signatures on the signature page is the same as the original signature. This same language appears at the top of the Signature Page.

VII. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in a Portable Document Format (“PDF”) document shall be deemed original for all purposes.

VIII. INFORMATION SECURITY PROTOCOLS.

All Parties shall comply with applicable Illinois and Federal court orders and subpoenas, federal statutes and regulations, and Illinois administrative rules regarding dissemination of confidential and/or personal identifying information. All records and information related to the Task Force shall be protected by the parties from unlawful dissemination. Notice to all parties is required in the event of a breach of confidential information, and responsibility for any improper dissemination of confidential records and/or personal identifying information is the sole responsibility of the party that committed the breach.

IX. TERMINATION

This Agreement may be terminated by mutual agreement of the Parties or upon at least 30 days written notice and after returning of any borrowed equipment as well as the expenditure of all grant funds awarded hereunder.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement, and this Agreement shall be effective from the day and year first above written. This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto.

PARTICIPATING AGENCY

By: _____
Signature of Authorized Representative
Date: _____
Printed Name: _____
Printed Title: _____
E-mail: _____

ILLINOIS STATE POLICE

By: _____
Signature Brendan Kelly, Director
By: _____
Signature of Designee
Date: _____
Printed Name: _____
Printed Title: _____
Designee

By: _____
Signature Benjamin Dieterich, Chief Financial Officer
Date: _____
Printed Name: _____
Printed Title: _____
Other Approver

By: _____
Signature Kelly Griffith, Acting Chief Legal Counsel
Date: _____
Printed Name: _____
Printed Title: _____
Other Approver

Old Business

