

Village of Riverwoods
Board of Trustees Meeting
November 16, 2021

APPROVED

Present:

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

Also Present:

Bruce Dayno, Police Chief
Patrick Glenn, Village Engineer
Russ Kraly, Director of Community Services
Bruce Huvard, Village Attorney
Daphne Paras, Village Clerk

The meeting was called to order at 7:35 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the November 2, 2021 Board of Trustees meeting. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Approval of Bills

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

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

NAYS: None (0)

Treasurer and Finance Committee Report

Trustee Clayton discussed the cash report. The general fund cash went up \$119,000 and is continuing to hold steady. The sewer fund has \$1.8 million in it. The target for the fund is \$1 million. Mr. Glenn identified grinder and pump modernization costs per year of more than \$300,000 for the next 5 years. At some point, the Board could consider some rate relief to get the fund closer to the target level.

Trustee Jamerson suggested rolling back the quarterly \$54 per home fee if the revenues would still offset the expenses. Trustee Clayton will do an analysis and come back to the Board with a proposal.

Trustee Clayton discussed the summary of revenues of expenses. Year to date, the Village is running \$273,000 positive. The police department expense is running \$209,000 below budget.

Trustee Jamerson asked about the local use tax and sales tax under revenues for administration. There is no budget for the local use tax and the sales tax is below budget. Trustee Clayton explained the total is correct if you add up home rule sales tax, local use tax and sales tax. Trustee Jamerson asked about the accounting expense, which is more than three times the budget. He does not see that big of an offset in personnel. Trustee Clayton explained the Village is on an accrual basis at this point and it should true up at the end of the year. Trustee Jamerson asked about some of the other expenses, which were different than the budgeted amounts.

Director of Community Services Report

Mr. Kraly reported Sweet Basil Café has closed their doors. On Friday, he was contacted by the owner of Rhapsody Café about taking over the restaurant. Mr. Kraly worked with Kristin at Urban Forest Management on the tree survey to inform residents about a possible cost. Mayor Ford added the Village is working with Urban Forest Management on the management of the process as well. Mr. Kraly suggested revisiting the fee schedule to determine fees for a tobacco store and a video gaming facility as well as business licenses and raffles. Trustee Jamerson suggested the Village license contractors.

Attorney's Report

Mr. Huvad suggested having a small amendment in the fee schedule for the immediate needs and a more comprehensive amendment for contractors and trades. Mr. Huvad reported all Village employees need to go through annual harassment training. There is also some cyber security training for the Trustees.

The annual tax levy Ordinance will be discussed at the December 7, 2021 Board of Trustees meeting. There will also be some abatement Ordinances for SSAs.

The Plan Commission will meet in December for the continued hearing on the health wellness market request. Lee Brown, from Teska Associates did some planning for the Village on the 37 acres. The Village asked him to assist with planning for the Federal Life property.

Engineer's Report

Mr. Glenn reported they are wrapping up this year's street program. Some of the landscaping will roll over to spring. The meter upgrade program is continuing. Mayor Ford noted there has been some confusion by residents about bills. The Village is working hard to answer resident's questions as they come up.

Plan Commission Report

Ch. Laurie Breitkopf reported the Plan Commission met on Thursday, November 4, 2021 to consider a hearing on a limited restaurant/café food shop in the former Center for Holistic Medicine as well as a hearing on the Thorntons proposal. She noted the café food shop is really a wellness service center with meal plans and smoothies. There may not be a need for Text Amendments as it is already zoned for a wellness center.

Thorntons made their presentation and the Plan Commission voted 5-1 to recommend approval of the application. Ch. Breitkopf voted against the plan because building a new gas station at this point in time is ecologically irresponsible. Mr. Huvad reported the Board can decide whether or not to act on the recommendation.

Trustee Jamerson understands Ch. Breitkopf's concerns; however, he thinks this gas station would not create demand for more gas. In the past, Riverwoods has been somewhat elitist on who they want in the Village. This has put Riverwoods in a bind, without a lot of tax revenue generating businesses.

Trustee Hollander would like to direct Mr. Huvad to move forward with the process for the sale of the property and preparation of the Ordinances. Mayor Ford polled the Trustees on moving forward. The Trustees agreed to move forward with the appropriate Ordinances for Thorntons.

Police Report

Chief Dayno indicated the police report is attached to the end of the minutes. He noted there was a burglary on November 4th. The department has worked with multiple municipalities and two suspects were arrested last night. Chief Dayno emailed the Trustees an updated emergency operations plan.

Items from the President

Discussion on the creation of a new category of liquor license for the sale of liquor at gas station convenience stores.

Mayor Ford explained the Village received a request from Anil Abbott who would like to sell packaged beer and wine at the gas station. Mr. Huvad explained at the Plan Commission, Thorntons indicated they keep spirits in a locked case. He would like assurance that alcohol, regardless of the size, is kept away from underage people from getting it. Trustee Hollander noted the Village does not have a liquor store and believes the Village should have that service. Mayor Ford asked if the Trustees would like two licenses drafted, based on the type of liquor.

Mayor Ford reported the Village will hold an appreciation luncheon on December 8, 2021 from 11:30 to 1:00 in the Board Room. Mayor Ford is working on an organizational chart for the Village. She will be looking into fixing or replacing the stairways in Village Hall.

Visitors wishing to address the Board

There were no visitors wishing to address the Board on non-agenda items.

Old Business

1. Approval of the BS&A Contract for Account and Associated Operational Systems

Trustee Clayton noted there were a number of questions by the Trustees. The demonstrations went well and the system capacity is as desired. This system is operationally superior and well supported. Wes Levy from L&A addressed the open questions from the last meeting.

1. Cloud storage space – there is no cap on the amount of storage or data that can be used within the cloud.
2. Local versus cloud-based software – Mr. Shafer put together a proposal. The local version would be about \$16,000 more than the cloud-based version but maintenance would be about half.
3. Training fees – Mr. Levy explained the training and implementation is billed based on what is used; however, L&A already uses the software.
4. References – Mr. Levy and Ms. Kozlowski would like to provide an unbiased opinion, so Mr. Schafer from BS&A will provide references.
5. Demonstrations of the application were completed this week.
6. Additional proposals – Mr. Levy noted L&A does not have clients comparable to the Village. He has not asked for additional proposals at this point.

Trustee Jamerson noted the cloud storage is unlimited at \$4000 through Microsoft Azure. The building department's goal is to digitize all of the building department records for every address in the Village. He wants to ensure this software can handle this. Mr. Schafer explained the City of Lake Forest, Village of Northbrook, Village of Skokie and other larger municipalities use the software. The cost for Microsoft Azure is negligible, so there is no cap on the data. Trustee Jamerson does a lot of work in Northbrook and would have contacted the building department.

Mayor Ford spoke with Vivian, who was impressed with what she was seeing. The software offers more than what is available to the Village at this point. Vivian expressed the need for more training. Trustee Haber asked about self-hosting or using the cloud-based system. Trustee Clayton believes the Village should go with the cloud-based system. Trustee Jamerson believes the Village should go with a cloud-based system because the Village would need bigger servers if they hosted them inhouse. Servers need to be replaced every 8-10 years which would ultimately cost more money.

Trustee Clayton moved to approve the BS&A contract for account and associated operational systems pending review of the final contract by the Village Attorney. Trustee Haber seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Haber, Hollander (5)

NAYS: Jamerson (1)

New Business

1. Discussion of the Request for Proposal Process and Recommendation for Approval of the Auditor

Trustee Clayton noted the Village received three qualified responses and it was a very difficult decision. The costs were relatively the same. He recommends going with Selden Fox.

Trustee Jamerson moved to approve the RFP and recommendation for approval of Selden Fox as the Village's auditor for the next three years. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

2. Approval of Release and Settlement Agreement with North Shore Gas Company (from audit conducted by Azavar Audit Solutions, Inc.)

Mr. Huvad explained there was an audit and North Shore Gas agreed to pay the Village a settlement agreement for mis-calculation of some homes in the Village. Trustee Haber asked for a modification to remove language restricting any audits for two years. Mr. Huvad will contact them.

Adjournment

There being no further business to discuss, Trustee Hollander moved to adjourn the meeting. Trustee Dikin seconded the motion. The motion passed unanimously by the following vote:

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

NAYS: None (0)

The meeting was adjourned at 8:59 pm.

The next regular meeting of the Board of Trustees will take place on December 7, 2021 at 7:30 pm.

Respectfully submitted,

Daphne Paras
Village Clerk

Transcribed by:
Jeri Cotton

Attachments:
Police Report



Riverwoods Police Incident Analysis Report Summary by Incident Type 11/16/2021



Activity is Through November 11th of Each Year

Incident Type	Since 10/29/21	2021 YTD	This Time 2020 YTD	This Time 2019 YTD
0260 Criminal Sexual Assault	-	-	1	1
0460 Simple Battery	-	2	-	1
0486 Domestic Battery	-	2	2	3
0560 Simple Assault	-	1	-	-
0610 Burglary	-	1	1	-
0625 Residential Burglary	1	6	5	3
0760 Burglary From Motor Vehicle	-	-	4	2
0810 Theft Over \$500	1	5	1	4
0820 Theft Under \$500	-	7	6	3
0910 Motor Vehicle Theft	-	-	1	1
1110 Deceptive Practices	1	7	6	6
1120 Forgery	-	-	1	1
1150 Credit Card Fraud	-	2	2	2
1310 Criminal Damage to Property	1	2	3	6
1330 Criminal Damage to Land	-	-	-	-
1360 Criminal Trespass-Vehicle	-	-	-	-
1811 Poss. Cannabis <30 grams	-	-	1	2
2000 Controlled Substance	-	-	1	-
2410 DUI	3	55	37	46
2820 Telephone Threats	-	1	1	-
2825 Harassment by Telephone	-	3	4	4
3001 Fireworks Complaint	1	11	16	2
7001 Assist Other Agency	6	176	196	184
7021 Ambulance Call	12	178	137	184
7024 Fire Call	3	31	34	39
7033 Fire Alarm	2	40	34	46
7039 Fingerprinting	-	6	4	2
7040 Public Service	2	35	57	31
7041 Premise Exam	64	1152	521	670
7042 Child Seat Install/Inspect	-	4	1	4
7045 Well Being Check	2	37	44	39
7049 Notifications	2	16	18	16
7051 Vehicle Lock Out	1	21	20	47
7062 Noise Complaints	1	35	22	26
7063 Solicitor Complaints	-	8	12	12
7078 Construction Complaint	-	1	3	2
7079 Other Complaints	1	53	45	48
7082 Burglar Alarm	6	169	176	249
7083 Hold Up Alarm	2	23	19	19
7121 Suspicious Auto	3	41	60	44
7123 Suspicious Person	-	25	29	27
7130 Domestic Trouble	-	12	9	9
7139 Other Problem	-	5	1	10
7144 Lost/Mislaid Property	-	5	6	10
7156 Found Property	1	3	5	13
7160 Turned in Weapon/Ammo	-	-	2	1
7178 Missing Person	-	2	5	2
7198 Identity Theft	-	47	43	7

Incident Type	Since 10/29/21	2021 YTD	This Time 2020 YTD	This Time 2019 YTD
7199 Other Investigation	-	32	25	32
7231 Death Investigation	-	1	2	1
7245 Animal Problem	5	70	56	74
7246 Found Animal	-	15	9	8
7250 Roadway Debris	2	52	23	22
7500 Village Ordinance Violation	1	21	24	10
7503 Motorist Assist	4	72	48	102
7521 Traffic Complaint	1	51	44	57
7522 Parking Complaint	2	15	7	12
7571 Traffic Accident PI	-	7	11	15
7572 Traffic Accident PD	5	59	48	146
7573 Traffic Accident PP	-	7	4	22
7911 911 Hang Up	-	18	25	35
Total:	136	2650	1922	2364
Crime Prevention Notices	13	473	507	409
Case Reports	9	237	211	245
Traffic Stops	86	2199	1259	2573
Persons Issued Citations	13	513	375	623
Citations Issued	30	749	529	927
Ordinance Violations	7	457	87	304

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