

Village of Riverwoods
Board of Trustees Meeting
November 2, 2021

APPROVED

Present:

Michael Clayton
Liliya Dikin
Andrew Eastmond (arrived 7:33 pm)
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 reconvened at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the October 19, 2021 Board of Trustees meeting. Trustee Haber seconded the motion. There were a few corrections. The motion passed by the following vote, as amended:

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

NAYS: None (0)

Approval of Bills

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

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

NAYS: None (0)

Director of Community Services Report

Mr. Kraly reported the post office sent some residents around Duffy and Maple a letter changing their addresses to 5-digits. A resident on Riverwoods Road made a request a couple months ago to change their address from 5-digits to 4-digits because they were having difficulty receiving their mail. Mr. Kraly suggested directing the Village Attorney to draft an Ordinance requiring 4-digit addresses in the

Village and sending it to the post office. He expressed concern about emergency services having the correct addresses in the system. Trustee Jamerson noted Google Maps shows both addresses listed on some of the properties. Chief Dayno noted the addresses in their system are the addresses provided by Mr. Glenn. Mr. Huvad believes the Village should notify the affected residents. Mayor Ford suggested coming up with a plan to address the issues and determine if the residents want their addresses changed.

Engineer's Report

Mr. Glenn reported most of the pavement removal has been accomplished. The meter upgrade program is moving along.

Plan Commission Report

Ch. Laurie Breitkopf reported the Plan Commission will meet 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 Thornton's proposal.

Police Report

Chief Dayno indicated the police report is attached to the end of the minutes. He noted there were two residential burglaries. The department is comparing video with other departments. The crew tries to do a ruse burglary and if there is no answer, forces entry into the home. He urged residents to sign up for vacation watch and a home security survey.

SWALCO Report

Village SWALCO representative, John Norris, reported there will not be any increase in the ONM fees from SWALCO as they have increased their revenue by 8 percent. Their revenue will be dropping in 2026 because the Countryside landfill will close. They are looking for other ways to get revenue. Mr. Norris reported recycling is increasing in the Village.

Visitors wishing to address the Board

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

New Business

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

Wes Levy with L&A explained they have a proposal for an ERP system to house all of the Village's financial and payroll, building department and community development records. BS&A is a cloud-based software company frequently used by municipalities. Their support is timely which will allow Village staff to be more efficient. The estimated conversion and implementation costs for the first year are \$72,760 which includes the software modules, set-up, training, implementation and hosting fees. Mr. Levy believes it is necessary for the Village to upgrade their system.

Trustee Jamerson believes the Village needs a new system but expressed concern that the annual fee is the same as purchasing the modules, the amount of data is included in their hosting fees and the travel expenses. \$4000 in cloud space is not a lot, especially if the Village starts scanning blueprints. The Village has one bid for the system, and some of the fees are unclear. Mr. Levy does not see a limit to the amount of data included in the hosting fees, but will investigate. He noted BS&A does not have resellers of their application. There are other applications and the Village can entertain other proposals, but each software is different. Trustee Jamerson asked about the number of concurrent users. Mr. Levy explained on the cloud system, you are paying for the implementation and support rather than individual users.

Trustee Haber noted there were similar representation made when the Village implemented their current software solution, and they were not accurate. He believes there are municipal software consultants that can assess the Village's needs and provide solutions. Trustee Haber suggested the Village try out the software to ensure it meets our needs. Trustee Haber questioned whether the Village would like to outsource payroll or handle it in-house.

Mayor Ford noted L&A is acting as the Village's consultant. This system would also handle payroll, so it would be a combination of the payroll and accounting systems. Mr. Levy can set up a demo for the Village. He would not recommend a solution that would be troublesome or problematic for the Village.

Trustee Hollander expressed concern because he does not have the technical expertise to compare various proposals or modules, so he has to rely on the consultant's recommendations. Trustee Clayton noted after implementation, the ongoing cost would only be \$5000 more than the Village is currently paying. He noted the proposed financial solution has been used by L&A in approximately 40 other government agencies. Trustee Jamerson suggested the Village reach out to other municipalities that use the other modules such as the building module. Trustee Dikin asked if the software would integrate with the Village website and generate digital invoices. Mr. Levy explained the ability is there. Mayor Ford noted the Trustees would like additional information and options.

2. Ordinance O-21-11-21 Authorizing Video Gaming Terminals in the Village of Riverwoods

Mr. Huvard explained the Village had the option of opting out of video gaming in the Village. The initial Ordinance repeals the previous Ordinance. Other Ordinances allow video gaming in a mixed-use development and then amend the Special Use for Shops of Riverwoods, allow a liquor license (which is required by State statute) and establish a business license for a video gaming facility.

Trustee Hollander noted there was an article stating that some Villages had annual revenue of only \$20,000 per year. Trustee Clayton noted the article only considered a push tax, which is not being implemented by the Village. Trustee Hollander noted the tax revenue to the Village of Oak Lawn was \$3000 per machine. Trustee Haber noted the applicant discussed an annual revenue of \$40,000. He asked if the Village could have a special fee for a liquor license for a gaming facility. Mr. Huvard explained Villages do not set license fees as revenue generators. The Board could set a license fee for a Class K liquor license. Trustee Haber asked if the Village could implement a special annual fee for the police department for extended services. Mr. Huvard believes it would be unusual to impose a specific fee for an individual user rather than a development as a whole. Trustee Haber asked if the Village could get the difference if the actual annual revenue is different than what is expected. Mr. Huvard does

not believe the Village can demand a certain a level of revenue on an ongoing basis as a means of attaining the Zoning. The Village cannot undue a Zoning decision based on revenue. Mr. Meston explained the State may increase the taxes and the municipality would still receive their 5 percent. He noted Betty's gave unincorporated Lake County \$58,000 in the last 10 months.

Trustee Haber moved to waive the First Reading of the Ordinance authorizing video gaming terminals in the Village of Riverwoods. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: Eastmond (1)

Trustee Haber moved for Second Reading and adoption of the Ordinance authorizing video gaming terminals in the Village of Riverwoods. Trustee Clayton seconded the motion. The motion passed by the following vote:

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

NAYS: Eastmond (1)

3. Ordinance O-21-11-22 Amending Provisions of Article A of Chapter 5 of the Riverwoods Zoning Ordinance.

Trustee Haber moved to waive the First Reading of an Ordinance amending provisions of Article A of Chapter 5 of the Riverwoods Zoning Ordinance. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Trustee Haber moved for Second Reading and adoption of an Ordinance amending provisions of Article A of Chapter 5 of the Riverwoods Zoning Ordinance. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: Eastmond (1)

4. Ordinance O-21-11-23 Amending the Provisions of the Special Use Previously Granted in Ordinance No. 02-8-23

Trustee Haber moved to waive the First Reading of an Ordinance amending provisions the Special Use previously granted in Ordinance 02-8-23. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Trustee Haber moved for Second Reading and adoption of an Ordinance amending the provisions of the Special Use previously granted in Ordinance 02-8-23. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: Eastmond (1)

5. Ordinance O-21-11-24 Adding a Class K Liquor License in the Village of Riverwoods

Trustee Haber moved to waive the First Reading of an Ordinance adding a Class K liquor license in the Village of Riverwoods. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Trustee Haber moved for Second Reading and adoption of an Ordinance adding a Class K liquor license in the Village of Riverwoods. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: Eastmond (1)

6. Ordinance O-21-11-25 Establishing Certain Business Licenses in the Village of Riverwoods

Trustee Haber moved to waive the First Reading of an Ordinance establishing certain business licenses in the Village of Riverwoods. Trustee Clayton seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Trustee Haber moved for Second Reading and adoption of an Ordinance establishing certain business licenses in the Village of Riverwoods. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: Eastmond (1)

Old Business

Ordinance Amending Section 8-7-3 of the Riverwoods Village Code by Revising Specific Code Amendments to the 2018 International Residential Code and amending Ordinances Nos. 19-09-16 and 10-4-6.

Mr. Huvad recommended deferring discussion on this agenda item.

Standing Committee Reports

Communications & IT – Trustee Dikin reported the website development team met to discuss a more intuitive navigation structure. She met with Municode’s project manager to discuss the content. Trustee Dikin established a timeline to go live with the new website and will share mock-up designs shortly. She noted the Village is in final approval stages for the Riverwoods.gov url.

Building and Utilities/Storm Water – Trustee Jamerson reported the building report is attached. The permit fees are close to 2019. He believes the revenue will grow next year. Trustee Jamerson has discussed the possibility of instituting a registration fee for contractors coming into the Village. Trustee Haber questioned some of the low permit values on the building report. Mr. Kraly will adjust the permits based on \$150 per square foot.

Woodlands & Ecology – Trustee Eastmond will check with Brushwood on the installation of Trail Tails. He is looking into the use guidelines for Village Hall and Flatwoods Campus.

Land Use & Roads – Trustee Hollander attended the annual Lake County Transportation Authority meeting. The MFT was significantly reduced last year. The State allocated money to the County to fund construction projects.

Finance & Economic Development – Trustee Clayton noted the Village received 4 responses to the RFP for a new auditor. He will bring a recommendation to the next meeting.

Adjournment

There being no further business to discuss, Trustee Jamerson 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 9:22 pm.

The next regular meeting of the Board of Trustees will take place on November 16, 2021 at 7:30 pm.

Respectfully submitted,

Daphne Paras
Village Clerk

Transcribed by:
Jeri Cotton

Attachments:

Police Report
 Building Report



Riverwoods Police Incident Analysis Report Summary by Incident Type 11/2/2021



Activity is Through October 28th of Each Year

Incident Type	Since 10/19/21 Meeting	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	3	5	5	3
0760 Burglary From Motor Vehicle	-	-	4	2
0810 Theft Over \$500	-	5	1	4
0820 Theft Under \$500	-	6	5	2
0910 Motor Vehicle Theft	-	-	1	1
1110 Deceptive Practices	1	6	5	6
1120 Forgery	-	-	1	1
1150 Credit Card Fraud	1	2	2	2
1310 Criminal Damage to Property	-	1	2	6
1330 Criminal Damage to Land	-	-	-	-
1360 Criminal Trespass-Vehicle	-	-	-	-
1811 Poss. Cannabis <30 grams	-	-	1	2
2000 Controlled Substance	-	-	1	-
2410 DUI	2	52	37	45
2820 Telephone Threats	-	1	1	-
2825 Harassment by Telephone	-	3	3	4
3001 Fireworks Complaint	-	10	16	2
7001 Assist Other Agency	10	170	182	175
7021 Ambulance Call	7	166	131	177
7024 Fire Call	4	28	32	38
7033 Fire Alarm	-	38	34	45
7039 Fingerprinting	-	6	3	2
7040 Public Service	1	33	57	30
7041 Premise Exam	48	1088	503	646
7042 Child Seat Install/Inspect	-	4	1	4
7045 Well Being Check	-	35	44	38
7049 Notifications	-	14	18	15
7051 Vehicle Lock Out	-	20	20	43
7062 Noise Complaints	-	34	22	25
7063 Solicitor Complaints	-	8	12	12
7078 Construction Complaint	-	1	2	2
7079 Other Complaints	-	52	41	48
7082 Burglar Alarm	10	163	173	233
7083 Hold Up Alarm	1	21	18	18
7121 Suspicious Auto	1	38	59	42
7123 Suspicious Person	1	25	27	27
7130 Domestic Trouble	1	12	9	9
7139 Other Problem	-	5	1	9
7144 Lost/Mislaid Property	-	5	5	10
7156 Found Property	-	2	5	12
7160 Turned in Weapon/Ammo	-	-	1	1
7178 Missing Person	-	2	4	2

Incident Type	Since 10/19/21 Meeting	2021 YTD	This Time 2020 YTD	This Time 2019 YTD
7198 Identity Theft	-	47	28	6
7199 Other Investigation	4	32	23	31
7231 Death Investigation	-	1	2	1
7245 Animal Problem	4	65	56	71
7246 Found Animal	2	15	9	8
7250 Roadway Debris	9	50	21	22
7500 Village Ordinance Violation	-	20	23	8
7503 Motorist Assist	3	68	46	99
7521 Traffic Complaint	4	50	43	55
7522 Parking Complaint	1	13	7	12
7571 Traffic Accident PI	-	7	11	15
7572 Traffic Accident PD	6	54	48	137
7573 Traffic Accident PP	-	7	3	20
7911 911 Hang Up	1	18	25	33
Total:	125	2514	1838	2266
Crime Prevention Notices	15	457	497	397
Case Reports	9	227	190	229
Traffic Stops	55	2110	1145	2463
Persons Issued Citations	11	493	337	640
Citations Issued	21	718	502	885
Ordinance Violations	3	450	86	279

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

**Village of Riverwoods
Building Permits Issued
For Date From 10/1/2021 To 10/31/2021**

Date	Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee
10/13/2021	11584	2400 West Course Dr	Residential	New Residence	\$900,000.00	\$23,785.00	\$0.00	\$0.00	\$0.00	\$0.00
10/12/2021	11806	2800 Duffy Ln	Residential	Fence	\$8,000.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00
10/12/2021	11807	987 Oakhurst Ln	Residential	Solar Panels	\$12,996.00	\$230.00	\$160.00	\$0.00	\$0.00	\$0.00
10/12/2021	11808	7 Cherrywood Ln	Residential	Solar Panels	\$15,048.00	\$250.00	\$160.00	\$0.00	\$0.00	\$0.00
10/12/2021	11809	991 Milwaukee Ave	Commercial	Parking Lot	\$48,037.84	\$1,100.00	\$80.00	\$0.00	\$0.00	\$0.00
10/12/2021	11810	2720 Deerfield Rd	Commercial	Roof	\$7,000.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00
10/12/2021	11811	7 Chicory Ln	Residential	Roof	\$0.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00
10/13/2021	11812	2375 Dawson Ct	Residential	Roof	\$15,589.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00
10/13/2021	11813	1185 Whigam Rd	Residential	Windows	\$26,707.96	\$505.00	\$80.00	\$0.00	\$0.00	\$0.00
10/13/2021	11814	2800 Duffy Ln	Residential	Entry Doors	\$5,738.00	\$100.00	\$80.00	\$0.00	\$0.00	\$0.00
10/13/2021	11815	1935 Calvin Ct	Residential	New Residence	\$235,000.00	\$12,808.00	\$0.00	\$0.00	\$0.00	\$0.00
10/13/2021	11816	5 Timberwood Ln	Residential	Electric	\$0.00	\$300.00	\$160.00	\$0.00	\$0.00	\$0.00
10/13/2021	11817	5 Cherrywood Ln	Residential	New Residence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/14/2021	11819	1385 Kenilwood Ln	Residential	Driveway & Culvert	\$0.00	\$325.00	\$160.00	\$0.00	\$0.00	\$0.00
10/14/2021	11820	1385 Kenilwood Ln	Residential	Driveway & Culvert	\$28,592.00	\$325.00	\$160.00	\$0.00	\$0.00	\$0.00
10/14/2021	11821	1385 Kenilwood Ln	Residential	Patio & Sidewalk	\$11,620.00	\$400.00	\$160.00	\$0.00	\$0.00	\$0.00
10/18/2021	11822	950 Whigam Rd	Residential	Estate Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2021	11823	459 Portwine Rd	Residential	Roof	\$35,000.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00
10/19/2021	11824	2351 Woodland Ln	Residential	Driveway	\$12,500.00	\$225.00	\$160.00	\$0.00	\$0.00	\$0.00
10/19/2021	11825	2 Meliawa Ln	Residential	Driveway	\$4,330.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2021	11826	1761 Clendenin Ln	Residential	Grading	\$0.00	\$350.00	\$80.00	\$0.00	\$0.00	\$0.00
10/19/2021	11827	723 Interlochen Ct	Residential	Fence	\$6,895.70	\$212.00	\$160.00	\$0.00	\$0.00	\$0.00
10/19/2021	11828	1000 Whigam Rd	Residential	Patio	\$8,000.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00
10/21/2021	11829	635 Sherry Ln	Residential	Roof	\$93,312.09	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00
10/21/2021	11830	750 Timber Trl	Residential	Landscaping	\$39,214.60	\$350.00	\$160.00	\$0.00	\$0.00	\$0.00
10/28/2021	11832	14 Chicory Ln	Residential	Shed	\$1,000.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00
10/28/2021	11833	555 Timber Trl	Residential	Windows	\$14,616.00	\$219.24	\$80.00	\$0.00	\$0.00	\$0.00
10/28/2021	11834	9 Bareberry Ln	Residential	Roof	\$30,000.00	\$200.00	\$160.00	\$0.00	\$0.00	\$0.00
10/28/2021	11835	635 Sherry Ln	Residential	Generator	\$7,000.00	\$250.00	\$80.00	\$0.00	\$0.00	\$0.00
10/28/2021	11835	635 Sherry Ln	Residential	Pond Dredging	\$52,300.00	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Permits:					30	\$44,014.24	\$3,360.00	\$0.00	\$0.00	\$0.00
Oct 2020					29	\$8,795.00	\$3,840.00	\$0.00	\$400.00	\$0.00
YTD 2019					232	\$152,172.90	\$660.00	\$0.00	\$380.00	\$24,353.00
YTD 2020					230	\$67,276.15	\$13,910.00	\$0.00	\$630.00	\$29,409.00
YTD 2021					294	\$128,348.64	\$43,360.00	\$0.00	\$0.00	\$0.00
Inspections:					50					
Code Enforcement Actions					0					