

Village of Riverwoods
Board of Trustees Meeting
January 4, 2022
APPROVED

Present:

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

Absent:

Liliya Dikin

Also Present:

Bruce Dayno, Police Chief
Patrick Glenn, Village Engineer
Bruce Huvad, Village Attorney
Daphne Paras, Village Clerk

The meeting was called to order at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the December 21, 2021 Board of Trustees meeting and Public Hearing. Trustee Clayton seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

ABSTAIN: Haber (1)

Approval of Bills

Trustee Hollander moved to approve the bills. Trustee Jamerson seconded the motion. Mayor Ford noted a correction. The motion passed by the following vote:

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

NAYS: None (0)

Treasurer and Finance Committee Report

Trustee Clayton distributed the November financials showing the Village is a bit ahead of plan.

Director of Community Services Report

In the absence of Mr. Kraly, Mayor Ford reported the conditional opening of The Poached Egg, based on comments from the Fire Protection District. Trustee Hollander suggested having a section for new businesses in the Village Voice.

Attorney's Report

Mr. Huvad distributed a brief update on Thorntons. The sign package and photometrics have been improved. They have worked through the issues with Cube Smart, in concept, pending approval of a cross access agreement. Trustee Haber noted a possible error in the sign placement on the site plan.

Mr. Huvad met with representatives from Lexington and has scheduled two follow-up meetings. Teska Associates suggested more creative ways to arrange the buildings around the site, but Lexington found the suggestion objectionable due to ease of construction and efficiency. Their proposal is very regular in appearance and does not have a lot of open green space. Mr. Glenn noted they are still working out the storm water requirement details.

Mr. Huvad noted the attorneys for the 37 acres are interested in pursuing annexation into the Village. He will create an annexation agreement and possible timelines. Trustee Clayton asked about the possibility of a fast track of their petition. Mr. Huvad explained the possible timeline would be about six months.

Engineer's Report

Mr. Glenn will get notices out for the required Public Hearing Open House for Phase I of the Saunders Road project next week. The notices will also be on the Village website, Village sign and published in the papers. The meeting will take place on February 10, 2022.

The Village is about 2/3 complete on the water meter upgrade project. He was alerted the cellular carriers shut down the 3G network on December 20, 2021, so the Village will not get complete reads on some of the meters.

Village Ecologist Report

Mayor Ford reported the hazardous tree survey has gone out and the Village has received a number of questions. The team has been very responsive to answering questions.

Plan Commission Report

Ch. Laurie Breitkopf reported the Lexington Homes compensatory storage requirements will determine the building layout. The Village asked them to contact a not-for-profit agency for affordable housing.

Police Report

Chief Dayno indicated the police activity report is attached to the end of the minutes.

Information items from the President

1. 2022 Board Meeting Dates

Mayor Ford noted the Village will take a poll to determine whether there is a quorum on non-traditional meeting dates.

2. Development of Village Organization Chart / Review of 2015 Strategic Plan

Mayor Ford would like to take a look at the organization and create job descriptions and an organization chart to determine what additional staff is needed to focus on resident services. The Village had a strategic plan developed in 2015, which will assist with the creation of an organizational chart.

3. Development of Priorities for 2022

Thorntons, Lexington Homes and the development of the 37 acres are important for the Village growth. The water infrastructure is also very important. Mayor Ford asked the Trustees for their priorities for 2022.

Visitors wishing to address the Board

There were no visitors wishing to address the Board.

New Business

1. Approval of an extension to the agreement with Lauterbach & Amen for operational financial services.

Trustee Clayton moved to approve the extension to the agreement with Lauterbach & Amen for operational financial services. Trustee Haber seconded the motion.

Trustee Jamerson noted L&A has done a great job, but believes \$180,000 a year is a lot of money. He suggested bringing someone inhouse for accounting. Trustee Haber questioned whether this is in the budget. He explained one of the expenses is to provide utility bill function, but the new software will do that. Trustee Clayton noted L & A is replacing three people at a cost of more than \$180,000. He believes accounting requires separation of duties. The accounts payable clerk portion of the responsibilities will eventually be decreased with the software, but someone will still need to run the software. Trustee Hollander is not in favor of adding staff. Riverwoods is a small Village that outsources various functions and loses some economies of scale because they are a small Village. Trustee Jamerson expressed concern that the Village will continue to outsource the accounting function for a long time. Mayor Ford is mindful of the budget and that the Village does not need a large staff; however, the Village needs to be able to handle resident's concerns and questions. Trustee Haber questioned whether the three employees worked on other things aside from the accounting. Trustee Clayton noted the Village has a limited revenue source and needs to operate as efficiently as possible. He believes the L & A proposal actually saves the Village money.

The motion passed by the following vote:

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

NAYS: Jamerson (1)

2. Approval to conduct a bid and engagement of a provider to replace the outdated system controllers and thermostats for existing HVAC systems not to exceed \$55,000.

Mayor Ford noted the actual engagement would be subject to review and approval of the contract by the Village Attorney, including appropriate insurance. Village Hall was recently without heat because the control mechanism is outdated and no longer supported. Trustee Jamerson noted when Village Hall was built, they had to take the lowest responsible bid. The system installed was at the end of life when installed, and needs to be replaced. This type of system has a 10–12-year life. He asked a contractor to review the situation and provide a bid.

Trustee Eastmond moved for approval to conduct a bid and engagement of a provider to replace the system controllers and thermostats for the existing HVAC systems in an amount not to exceed \$55,000. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

1. ORDINANCE Amending Provisions of Article B of Chapter 5 of the Riverwoods Zoning Ordinance adding Automobile Service Station and Convenience Store as Allowed Uses in a Mixed Use Planned Development
2. ORDINANCE Amending the Provisions of the Special Use Previously Granted in Ordinance No. 16-02-02 to Authorize an Automobile Service Station and Convenience Store for Lot One

Mayor Ford noted these Ordinances will be discussed at a future meeting.

Standing Committee Reports

Legal & Police – Trustee Haber is trying to schedule another meeting to discuss the new police union contract.

Communications & IT – Mayor Ford noted Trustee Dikin distributed a memo and asked for questions from the Trustees.

Building and Utilities/Storm Water – Trustee Jamerson reported the building report is attached. He noted December through February are usually slow for construction. Permit fees are picking up.

Woodlands & Ecology – Trustee Eastmond recently received a suggestion from a resident on the possibility of becoming certified as an International Dark Sky Community. The main criteria have to do with Village lighting. Trustee Eastmond is still working on the Village Hall and Flatwood use policies.

Finance & Economic Development – Trustee Clayton is still working on the agreement with BS&A. The budget is now in the system and being used.

NSSRA – Mayor Ford noted NSSRA purchased a building in Highland Park and sold the building in Northbrook. The total cost of the project (building and renovation) is about \$8.8 million. 44 percent of the money was donated by the Foundation. The 13 agencies (municipalities) have to pay for 56 percent. Due to the sale of the Northbrook building, the Village of Riverwoods will be receiving a check for approximately \$5100. In addition, the NSSRA has paused increases in member contributions this year. The capital contribution has been held for this year.

Comments from the Board

Trustee Eastmond asked for an update on Baby Vegas. Trustee Jamerson noted they have not pulled a permit.

Adjournment

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

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

NAYS: None (0)

The meeting was adjourned at 8:46 pm.

The next regular meeting of the Board of Trustees will take place on January 18, 2022 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

1/4/2022



Activity is Through December 30th of Each Year

Incident Type	Since 12/17/21	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	4	3	3
0560 Simple Assault	-	1	-	1
0610 Burglary	-	1	1	-
0625 Residential Burglary	-	6	5	3
0760 Burglary From Motor Vehicle	-	-	5	3
0810 Theft Over \$500	1	8	1	6
0820 Theft Under \$500	-	7	6	4
0910 Motor Vehicle Theft	-	-	1	1
1110 Deceptive Practices	-	7	7	6
1120 Forgery	1	1	1	2
1150 Credit Card Fraud	-	2	2	2
1310 Criminal Damage to Property	-	4	4	7
1330 Criminal Damage to Land	-	-	-	-
1360 Criminal Trespass-Vehicle	-	-	1	-
1811 Poss. Cannabis <30 grams	-	-	1	2
2000 Controlled Substance	-	-	1	-
2410 DUI	2	66	41	57
2820 Telephone Threats	-	1	2	-
2825 Harassment by Telephone	-	5	5	4
3001 Fireworks Complaint	-	11	17	3
7001 Assist Other Agency	9	203	223	205
7021 Ambulance Call	12	212	154	218
7024 Fire Call	5	43	42	47
7033 Fire Alarm	-	41	36	52
7039 Fingerprinting	-	6	4	2
7040 Public Service	4	43	62	33
7041 Premise Exam	155	1451	740	773
7042 Child Seat Install/Inspect	-	5	1	4
7045 Well Being Check	4	44	50	46
7049 Notifications	1	19	19	18
7051 Vehicle Lock Out	-	25	23	48
7062 Noise Complaints	-	37	24	28
7063 Solicitor Complaints	-	8	12	12
7078 Construction Complaint	-	1	3	3
7079 Other Complaints	1	62	56	55
7082 Burglar Alarm	9	205	200	277
7083 Hold Up Alarm	-	29	21	22
7121 Suspicious Auto	6	56	68	56
7123 Suspicious Person	1	29	35	31
7130 Domestic Trouble	-	16	10	13
7139 Other Problem	-	6	1	10
7144 Lost/Mislaidd Property	1	7	6	10
7156 Found Property	-	4	8	14
7160 Turned in Weapon/Ammo	-	-	3	1
7178 Missing Person	-	2	6	3
7198 Identity Theft	-	47	83	8

Incident Type	Since 12/17/21	2021 YTD	This Time 2020 YTD	This Time 2019 YTD
7199 Other Investigation	2	34	29	37
7231 Death Investigation	-	1	2	1
7245 Animal Problem	-	79	65	81
7246 Found Animal	-	17	9	9
7250 Roadway Debris	-	59	26	24
7500 Village Ordinance Violation	1	24	26	10
7503 Motorist Assist	-	77	56	112
7521 Traffic Complaint	5	63	52	63
7522 Parking Complaint	-	16	7	17
7571 Traffic Accident PI	-	7	13	18
7572 Traffic Accident PD	2	69	52	165
7573 Traffic Accident PP	-	7	4	24
7911 911 Hang Up	1	20	30	38
Total:	225	3200	2366	2694
Crime Prevention Notices	38	567	552	454
Case Reports	4	269	274	278
Traffic Stops	67	2441	1464	2881
Persons Issued Citations	13	576	443	734
Citations Issued	21	848	611	1037
Ordinance Violations	-	487	87	367

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