

Village of Riverwoods
Board of Trustees Meeting
May 17, 2022
APPROVED

Present:

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

Also Present:

Bruce Dayno, Police Chief
Bruce Huvad, Village Attorney
Katie Bowne, Deputy Village Clerk
Carissa Smith, Village Engineer
Russ Kraly, Director of Community Services

The meeting was called to order at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the May 3, 2022 Board of Trustees meeting. Trustee Clayton 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 Haber seconded the motion. There were a couple questions from the Trustees. Mayor Ford noted the Village is looking at putting some bills on an automated payment. Trustee Jamerson expressed concern about automated payments. Trustee Dikin suggested adding an annual fee description to the entries on the report. The motion passed by the following vote:

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

NAYS: None (0)

Treasurer's Report

Trustee Clayton noted April operated with a net income of about \$17,000. The budgeted net income was about \$10,000. The Village is still behind for the year due to the calendarization of the police

revenue in the budget. Trustee Hollander asked about the cash balance, which is actually cash and investments.

Director of Community Services Report

Mr. Kraly reported the requested tree inspections will be completed shortly and GHA will be sending out second notices.

Attorney's Report

Mr. Huvad advised the Trustees of some real estate discussions. Baxter is putting their campus on the market because their needs have changed and they do not need as much real estate. Mr. Huvad was also contacted by Wolters Kluwer, who is exploring other avenues as well. They also have met with agents from the landfill parcel who are suggesting developing multi-family housing plus a portion of commercial use for the property. There are no updates on Lexington Homes. Mr. Huvad and Mayor Ford discussed the potential cumulative impact of the developments. He noted the scale of the developments could be significant. Trustee Haber suggested asking Wolters Kluwer for a donation of a portion of their land. Mayor Ford explained there is no expectation Wolters Kluwer will do anything for at least a year. Trustee Haber asked if there was a definitive agreement for the Federal Life property. Mr. Huvad explained they have a purchase contract but he has not seen the contract.

Engineer's Report

Ms. Smith noted Pat Glenn's memorial dedication was very nice and well attended. She noted the restoration at Portwine and Hoffman has been completed. The meter project is continuing and she hopes to get the remaining meters changed soon. The hydrant flushing is being finalized with the fire department. Ms. Smith indicated the sanitary low-pressure system is being wrapped up. The Thorntons review should be completed shortly.

Plan Commission Report

Ch. Laurie Breitkopf reported the Plan Commission did not meet.

Zoning Board of Appeals

Ch. Graditor reported the ZBA did not meet.

Police Report

The police activity report is attached to the end of the minutes. Tobacco and alcohol compliance checks were completed on May 6. The Mobil station was not in compliance for tobacco and was cited. Chief Dayno spoke with the owner who will handle the situation. Kojii Kojii was cited for alcohol non-compliance and was referred to adjudication because they have been cited in the past. The Comcast internet package was updated for the Police Station and Village Hall for a better price and extra security measures.

Discussion regarding parked/unattended vehicles on private streets

Chief Dayno spoke with Trustee Jamerson and Trustee Hollander who were concerned about parking on certain Village private streets which can be a safety issue and may cause pavement damage. Trustee Jamerson suggested having an ordinance prohibiting parking on both sides of private streets less than 20 feet wide. Trustee Haber noted because private street parking may pose a health and safety issue perhaps enforcement does not require road association approval. Mr. Huvard explained state law allows private road violation enforcement if there is an agreement in place with the exception of certain violations such as DUI or reckless driving. Chief Dayno noted an ordinance is not necessary. All that is needed is a written request from the association to the Village and posted signs. Trustee Jamerson suggested letting the associations know about this policy. Mayor Ford will put something in the Village Voice and on the Village website. Trustee Hollander suggested the association would be responsible for the sign costs.

Information items from the President

Clean Up Day and Plant Sale on May 14, 2022

Deputy Village Clerk Bowne reported the Clean-Up Day and Plant Sale was a successful collaborative effort. She thanked the Riverwoods Preservation Council for the wonderful plant sale. Everyone seemed to enjoy Josh's and the North Shore Line band. The event was bigger than expected. Mayor Ford added Pat Glenn's memorial swamp white oak tree is doing very well. She also thanked Bartlett Tree Expert's manager, Evan Shorr, for giving away the button bushes in memory of our beloved engineer.

President's Annual Report

Mayor Ford reported on the past year. The Village remains secure financially but the Trustees need to focus on additional and varied revenue sources. Covid put a damper on community events but there were some and more are being planned. The Village is well supported by both consultants and staff. Mayor Ford went over the numerous projects the Village has worked on and will continue to work on. She is exploring the removal of an elected Village Clerk position and instead making it an appointed position. In the next year, she will be focusing on moving forward on two critical goals: the extension of water mains and the addition of a Village Manager.

Visitors wishing to address the Board

There were no visitors wishing to address the Board in person, via Zoom or via email.

New Business

1. Approval of a Change Order in the Contract with BS&A to Provide for Electronic Timesheets in the Amount of \$5,960.00

Trustee Haber moved to approve a change order in the contract with BS&A to provide for electronic timesheets in the amount of \$5960 for discussion purposes. Trustee Jamerson seconded the motion.

Nicole Kozlowski from L&A explained that this is an electronic timesheet module rather than the current manual timesheet entering process. The proposed module would streamline the payroll process and make it more efficient. She noted it was not brought up initially but would be beneficial to the Village. Trustee Haber asked if three days of training would be necessary. Nicole does not believe the Village would use all three training days. Trustee Jamerson noted \$4000 of the cost is training and travel expenses. He believes it should be a "not to exceed" amount. Trustee Jamerson was not in favor of the BS&A software or this change. Trustee Dikin explained the recent website training was all done virtually and asked if onsite training presence is necessary. Chief Dayno explained a considerable amount of time is spent manually entering the timesheets for the part time officers and overtime for full time officers. With the proposed module, time worked would be entered by the officers and approved by Chief Dayno. The electronic timesheets would simplify the process. There would be an annual payroll module fee in addition to the annual service fees for the other modules. The Trustees agreed this issue needs to go back to BS&A for a "not to exceed" number as well as possible virtual training. Trustee Haber would also like to review the original contract.

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

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

NAYS: Clayton (1)

2. Approval of Contract for Maintenance and Replacement of Paths on the Village Hall Campus in an amount not to exceed \$92,000

Ms. Smith explained one bid was received to replace the mulch paths. The topsoil bid portion came in much higher than anticipated and the granite screens also came in high. The granite screens are a specialized material. Ms. Smith suggested taking out the restoration portion of the contract. Trustee Jamerson believes the mobilization charge seems excessive. He believes the bidding period was very short. Ms. Smith explained mobilization is a lump-sum item that is required by IDOT. She believes they included a lot of their overhead in the mobilization cost. Ms. Smith noted seven companies picked up the bid packet. Trustee Haber would like to see more bidders on this project. The Trustees believe the project should be rebid.

3. Approval of a Project for the Maintenance Work on the Deerfield Road Path not to exceed \$205,000

Mayor Ford explained there are three alternatives. The option presented was for the maintenance work with crushed stone rather than gravel. Ms. Smith explained the Village does not have a finite date for the Deerfield Road reconstruction. She does not believe roadway construction would begin until 2024 and a new pathway may not be usable until 2025. The pathways will most likely be closed a few months after roadway construction begins. Trustee Hollander would not want to spend this amount of money for just a few months of use. Trustee Jamerson believes once the silk fences are installed, the path will not be usable. Trustee Hollander noted the cost to replace the path and making it grass would be \$71,125. Mr. Huvad explained there is a difference between a failure to maintain a path and a policy decision to not spend money because the path will be replaced. If the Village made a policy decision, Mr. Huvad would want a reason. Trustee Haber has voiced concern on the condition of the paths for several years. Trustee Haber would like the Village to take some action. If the path needs to be closed because it is dangerous, it needs to be closed. Mr. Huvad asked if closing the path would be adding barricades in a number of places. Trustee Jamerson noted barricades would not keep people from using the path. He believes something needs to be done. Trustee Haber believes the residents need to be educated about this temporary fix.

Trustee Haber moved to remove the path and replace it with grass at a cost not to exceed \$72,000. Trustee Jamerson seconded the motion. Trustee Eastmond questioned how people utilize the path. He believes it may serve as an important way for residents to get to Deerfield's public pools as well as Caruso Middle School. Trustee Eastmond suggested first getting a read on what the residents want rather than proceeding. Trustee Jamerson noted the residents that will respond will be those using the path. He believes there is some available time before a decision has to be made because it still has to go out to bid. During that time, the Village could put out some communication and ask for feedback. Trustee Jamerson suggested getting bids for both the maintenance project and a removal and grass seed project.

Trustee Haber withdrew the motion. Trustee Jamerson withdrew the second.

4. Discussion of a Project for the Maintenance Work on the Riverwoods Road Path

Mayor Ford noted this was the most expensive project. Mr. Huvad suggested Ms. Smith prepare bids for work in the fall.

5. Approval of an Ordinance 22-05-06 Amending the Village Fee Schedule Concerning Fees for the Road Special Service Areas

Trustee Hollander received a few complaints from SSAs with low activity being responsible for fees. Mr. Huvad suggested if an SSA is inactive for 3 years, they would not be responsible for the fees.

Trustee Jamerson moved to waive the First Reading of the 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 the Ordinance. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

There was no Old Business.

Good of the Order

Mayor Ford noted the next Board of Trustees meeting will take place on June 21, 2022 due to a lack of quorum for the June 7, 2022 previously scheduled meeting.

Deputy Clerk Bowne wished Mr. Huvard a Happy Birthday.

Adjournment

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

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

NAYS: None (0)

The meeting was adjourned at 9:32 pm.

The next regular meeting of the Board of Trustees will take place on June 21, 2022 at 7:30 pm via Zoom.

Respectfully submitted,

Katie Bowne
Deputy Village Clerk

Transcribed by:
Jeri Cotton

Attachments:
Police Report



Riverwoods Police Incident Analysis Report



Summary by Incident Type

5/17/2022

Activity is Through May 12th of Each Year

Incident Type	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
46 (7503) (Mortorist Assist)	40	28	20
50 PD (7572) (Crash Property Damage)	32	20	30
50 PI (7571) (Crash Personal Injury)	5	1	7
50 Priv Prop (7573) (Crash Private Property)	2	2	2
911 Hang up (7911)	7	5	7
Ambulance (7021)	85	46	77
Animal Problem (7245)	23	29	20
AOA (7001)	83	68	70
Armed Robbery (0310)	-	-	-
Assault (0500)	-	-	-
Attempt Suicide (7221)	-	-	-
Battery - Simple (0460)	-	-	-
Battery (0400)	1	-	-
Burg - From Motor Veh (0760)	-	-	1
Burglar Alarm (7082)	67	69	66
Burglary - Residential (0625)	2	-	2
Burglary (0600)	1	-	1
Cell 911 (7912)	1	-	1
Child Seat Inspect (7042)	3	3	1
Construction Comp (7078)	-	1	1
Controlled Substance (2000)	-	-	-
Credit Card Fraud (1150)	1	1	2
Crim Damage to Prop (1310)	-	-	-
Crim Sexual Assault (1563)	-	-	1
Crim Trespass to Land (1330)	-	-	-
Crim Trespass to Veh (1360)	-	-	-
Death Investigation (7231)	1	-	1
Deceptive Practice (1110)	2	1	3
Domestic Battery (0486)	-	1	2
Domestic Trouble (7130)	9	7	6
DUI (2410)	22	18	15
Fingerprinting (7039)	1	1	3
Fire Alarm (0733)	12	18	17
Fire Call (7024)	12	10	19
Fireworks Complaints (3001)	-	-	-
Forgery (1120)	-	-	1
Found Animal (7246)	3	6	3
Found Prop. (7156)	-	-	2
Harassment by Telephone (2825)	-	2	-
Hold Up Alarm (7083)	4	6	7
Identity Theft (7198)	7	36	4
Lock out - Vehicle (7051)	5	7	10
Lost / Mislaid Prop (7144)	5	3	2
Missing Person (7178)	2	1	1
Noise Comp (7078)	8	3	3
Notification (7049)	7	5	9
Other Comp (7079)	21	20	13
Other Investigation (7199)	9	14	9

Incident Type	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
Other Trouble (7139)	-	4	-
Parking Complaint (7522)	3	4	2
Premise Exam (7041)	616	491	268
Public Service (7040)	13	15	29
Roadway Debris (7250)	5	10	5
Solicitor (7063)	1	-	3
Suicide (7211)	-	-	-
Suspicious Auto (7123)	22	10	30
Suspicious Person (7123)	12	8	13
Telephone Threat (2820)	-	-	-
Theft from Motor Veh (0710)	2	-	-
Theft of Motor Veh (0910)	-	-	-
Theft Over \$500 (0815)	-	4	-
Theft Under \$500 (0825)	1	2	3
Traffic Complaint (7521)	19	13	18
Turned in Weapon/Ammo (7160)	1	-	1
Village Ord. Violation (7500)	6	7	10
Well Being Check (7045)	11	14	20
Total:	1195	1014	841
 			
Crime Prevention Notices	205	198	269
Case Reports	71	98	77
Traffic Stops	675	916	512
Number of Citations issued	265	294	191
Number of Persons Issued Citations	180	211	120

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

