

Village of Riverwoods
Board of Trustees Workshop
Meeting
July 19, 2022
APPROVED

Present:

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

Absent:

Rick Jamerson

Also Present:

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

The meeting was called to order at 6:00 pm

The workshop purpose is to generate discussion outside of the formal setting. There will be no decisions or approvals made; rather, the Trustees can provide guidance on various issues.

Mayor Ford provided some background information on administration as well as development with attention to revenue and population growth.

Village Clerk

Mayor Ford asked the Trustees for their opinion on whether the the Village Clerk should be an elected or appointed position. The Trustees generally thought the Clerk is an administrative position and should be appointed. An elected clerk may not have the experience necessary to handle the responsibilities. If it is an appointed position, the clerk's duties could be disbursed between various staff members. Mayor Ford noted the Village needs help in general administrative services.

Processes and Procedures

Mayor Ford noted there is very limited documentation of processes and procedures. There also needs to be a succession and back-up plan for both internal employees and consultants. The Trustees discussed the utility billing function being outsourced or accomplished in-house. The Village does not currently have an active utility billing late payment policy.

Staffing Options

Mayor Ford discussed staffing options. The Village relies heavily on consultants. There are some things that are handled more efficiently if outsourced versus through staff. Another staffing option is contractual or through an agency. It was noted that it is more important to get the tasks completed accurately, using consultants, so the Village runs smooth rather than worry about the cost. Mayor Ford noted there are options, such as Intergovernmental Agreements, where another Village handles some of the responsibilities.

Development and Planning for Growth

Mayor Ford discussed development and planning for growth. There is organic growth (resident turnover) and intentional growth (growth through development). There are issues that go with growth including personnel costs, police pensions, environmental impact and a shift in demographics. The Village has four potential areas that could be developed which could bring the population to over 5000. There are significant issues if the Village's population grows to more than 5000. Mr. Huvard noted a potential developer could argue for rezoning from commercial to residential. The Village has to understand all the costs as well as take a global look at the Comprehensive Plan to consider a longer-term view. Mr. Huvard noted the Lexington parcel could add 170-200 residents. Wolters Kluwer could add 1000 additional residents. It does not make sense to be slightly over the 5000-resident threshold. Mr. Huvard noted the Village has requested mixed-use developments for Wolters Kluwer and the 37-acre parcel. The Trustees suggested being proactive in determining how to handle the requests for additional residential units. Another option is to acquire some of these properties and turn them into greenspace.

Summary

The Trustees discussed possible future direction.

- The Village Attorney will address making the Village Clerk position an appointed position. There should be a better definition of roles developed, including the role of staff and the Trustees.
- The Trustees need to look into the costs of development including the impact of population growth. The Plan Commission should do a will review the Comprehensive Plan.
- Mayor Ford asked if the first Board of Trustees meeting should be a Committee of the Whole. The Trustees believe a Committee of the Whole could be quarterly, before a Board of Trustees meeting. The Trustees cautioned the second meeting of the month could get very long if Board of Trustees meetings went to a once-a-month schedule.

Adjournment

There being no further business to discuss, Trustee Clayton moved to adjourn the meeting. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote.

The meeting was adjourned at 7:00 pm.

Respectfully submitted,

Katie Bowne
Deputy Village Clerk

Transcribed by:
Jeri Cotton

Village of Riverwoods
Board of Trustees Meeting
July 19, 2022
APPROVED

Present:

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

Absent:

Rick Jamerson

Also Present:

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

The meeting was called to order at 7:30 pm

Document Approval

Trustee Haber moved to approve the minutes of the July 5, 2022 Board of Trustees meeting. Trustee Clayton seconded the motion. There was a minor correction. The motion passed unanimously on a vote, as corrected

Approval of Bills

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

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

NAYS: None (0)

Treasurer's Report

Trustee Clayton noted the summary of revenues and expenses as well as the cash report are in the packet. In the summary of revenues and expenses, it shows revenues are ahead of budget and last year, however, the expenses are less than the budgeted amount, based on the timing. Overall cash increased.

Presentation of the 2021 Audit

Ed Tracy, auditor with Seldon Fox, presented the 2021 audit. The governance letter highlights specific points about the audit. There were 10 ledger adjustments made. The biggest entry was depreciation in the enterprise (water/sewer) funds. The governmental activities include adjustments as needed. The report starts with the unmodified opinion.

Mr. Tracy discussed the highlights including an increase of about 5% in investments. Capital assets increased by 5% for governmental activities and decreased by 3% for water and sewer. The Village is in good shape, overall. The general fund, before transfer, was positive by more than \$900,000. Revenues increased and expenses decreased in 2021. There were no exceptions in the internal controls.

Trustee Clayton moved to accept the 2021 audit. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote.

Director of Community Services

Mr. Kraly met with representatives from Thorntons this morning. They need photometrics from the engineer and a resolution for the plumbing. They hope to break ground within the next couple weeks for December occupancy.

Mr. Kraly reported that he is working on several new home plans. He met with Urban Forest Management, who said they were at 70% completion for the hazardous tree removal.

Attorney's Report

Mr. Huvard met with potential developments including the Sales Barn property. The Flannigan family has arranged broker meetings regarding development of the 37 acres. Lexington Homes called last week and requested to appear before the Plan Commission in September or October.

Engineer's Report

Ms. Smith spoke with Illinois Environmental Protection Agency (IEPA) regarding the water main extension. She has been in contact with Lake County Department of Transportation (LCDOT) as well. Ms. Smith believes the work will start mid- to late-August.

Plan Commission Report

Ch. Breitkopf reported the Plan Commission did not meet this month.

Zoning Board of Appeals

The Zoning Board of Appeals did not meet.

Police Report

Chief Dayno noted the police activity is attached to the end of the minutes. There was one incident on 7/17/2022 where an officer tried to stop a vehicle and the vehicle fled at a high speed and ran off the road. The alleged offender left his vehicle with a bag of illegal drugs and was charged with possession of controlled substances, among other charges and was taken to Lake County jail.

Chief Dayno updated residents on the Red Flag law. If someone believes a person or family member should not have a firearm, they can go to the police or to court. There is also a clear and present danger form to revoke firearm ID cards.

A Riverwoods officer did an active shooter presentation. Trustee Eastmond commended Chief Dayno for the email sent to residents about the Red Flag law. Trustee Dikin noted there were 150 instances of assistance to outside agencies, substantially up from last year. Chief Dayno noted it could be crowd control, among other things.

Visitors wishing to address the Board

Resident David Shimberg asked if the Village is getting an ecology report. Mayor Ford noted the Village Ecologist should send information to Trustee Eastmond. It can be added to future Board packets.

New Business

1. Approval of bid for the Rehabilitation of the Campus Paths in an amount not to exceed \$60,000

Ms. Smith explained the Village received three bids. The lowest bid was submitted by Chicagoland Paving for \$50,000. This was a rebid of the Campus Path project because the Village only received one \$100,000 bid previously.

Trustee Haber moved to approve the bid for the rehabilitation of the campus path from Chicagoland Paving in an amount not to exceed \$60,000. Trustee Clayton seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

2. Approval of certain incentive costs associated with the water main extension project in an amount not to exceed \$40,000

Mayor Ford sent a survey draft to the Trustees. The incentive was proposed to increase resident survey participation. Trustee Haber noted the incentive is for residents without municipal water. Trustee Clayton noted the incentive is for people to return the survey. The Village wants as much resident

participation as possible. Trustee Haber suggested making the incentive available to anyone that wants to have their well tested, to determine the quality of the wells throughout the Village. Trustee Hollander explained the Village is proposing spending \$40,000 to incentivize people to complete a survey that will determine if they want water. He believes that is a lot of money to encourage survey participation. Trustee Haber believes the incentive should be to get municipal water. Trustee Haber believes the challenge to extending the water infrastructure is that some residents have great water and do not want the extension while their next-door neighbor may be begging for an extension. Trustee Dikin noted there are 369 properties. Residents who respond will likely have strong opinions for or against municipal water. Mayor Ford believes the survey numbers are very important as 51% of area residents must agree to move forward with municipal water. Ch. Breitkopf asked how the results would be disclosed. Mr. Huvad explained that there would not be public disclosure of the survey results. Resident Pam Anderson asked if the Trustees would change their minds about putting in municipal water if the majority of the wells tested came back with excellent results. Mayor Ford noted the survey is to determine whether people want water. If you respond to the survey, the proposed incentive is that the Village would test the wells.

Trustee Haber moved to approve certain incentive costs associated with the water main extension project in an amount not to exceed \$40,000. There was no second for the motion. The motion failed due to the lack of a second.

Old Business

Update on the Deerfield Road and Riverwoods Road path projects

Ms. Smith explained the water extension is in the same timeline as previously discussed. The bid will go out in August for September construction of the Deerfield Road path. It will be difficult to complete the Riverwoods Road path due to material supply chain issues. Consequently, the Riverwoods Road path will most likely be done in the spring.

Good of the Order

Trustee Clayton reported that this is the first clean audit the Village has received in a long time and thanked Seldon Fox.

Adjournment

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

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

NAYS: None (0)

The meeting was adjourned at 8:22 pm.

The next regular meeting of the Board of Trustees will take place on August 2, 2022 at 7:30 pm.

Respectfully submitted,

Katie Bowne
Deputy Village Clerk

Transcribed by:
Jeri Cotton

Attachment:
Police Report



Riverwoods Police Incident Analysis Report Summary by Incident Type 7/19/2022



Activity is Through July 14th of Each Year

Incident Type	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
48 (7503) (Mortorist Assist)	55	48	30
50 PD (7572) (Crash Property Damage)	41	33	38
50 PI (7571) (Crash Personal Injury)	8	4	10
50 Priv Prop (7573) (Crash Private Property)	3	5	2
911 Hang up (7911)	11	10	13
Ambulance (7021)	138	92	101
Animal Problem (7245)	39	39	31
AOA (7001)	150	100	113
Armed Robbery (0310)	-	-	-
Assault (0500)	1	1	-
Attempt Suicide (7221)	1	-	-
Battery - Simple (0460)	2	1	-
Battery (0400)	1	-	-
Burg - From Motor Veh (0780)	1	-	1
Burglar Alarm (7082)	118	100	109
Burglary - Residential (0825)	2	1	2
Burglary (0800)	1	-	1
Cell 911 (7912)	1	-	1
Child Seat Inspect (7042)	3	3	1
Construction Comp (7078)	-	1	2
Controlled Substance (2000)	-	-	1
Credit Card Fraud (1150)	2	1	2
Crim Damage to Prop (1310)	1	1	2
Crim Sexual Assault (1563)	-	-	1
Crim Trespass to Land (1330)	-	-	-
Crim Trespass to Veh (1360)	-	-	-
Death Investigation (7231)	2	-	2
Deceptive Practice (1110)	3	2	3
Domestic Battery (0488)	-	2	2
Domestic Trouble (7130)	11	8	7
DUI (2410)	31	30	19
7142	3	3	3
Fire Alarm (0733)	17	23	23
Fire Call (7024)	13	19	22
Fireworks Complaints (3001)	6	1	3
Forgery (1120)	-	-	1
Found Animal (7248)	6	10	5
Found Prop. (7156)	-	2	2
Harassment by Telephone (2825)	-	2	1
Hold Up Alarm (7083)	7	11	12
Identity Theft (7198)	7	44	5
Lock out - Vehicle (7051)	10	11	16
Lost / Mislaid Prop (7144)	7	3	2
Missing Person (7178)	2	2	2
Noise Comp (7078)	19	14	8
Notification (7049)	9	10	13
Other Comp (7079)	36	36	23
Other Investigation (7199)	15	22	17

Incident Type	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
Other Trouble (7139)	2	4	1
Parking Complaint (7522)	6	6	4
Premise Exam (7041)	781	718	319
Public Service (7040)	23	22	42
Roadway Debris (7250)	9	20	11
Solicitor (7063)	2	5	4
Suicide (7211)	-	-	-
Suspicious Auto (7123)	33	25	40
Suspicious Person (7123)	16	12	18
Telephone Threat (2820)	-	-	-
Theft from Motor Veh (0710)	2	-	-
Theft of Motor Veh (0910)	-	-	-
Theft Over \$500 (0815)	-	4	-
Theft Under \$500 (0825)	2	5	3
Traffic Complaint (7521)	30	27	27
Turned in Weapon/Ammo (7160)	1	-	1
Village Ord. Violation (7500)	9	14	17
Well Being Check (7045)	19	19	25
Total:	1716	1574	1164
Crime Prevention Notices	306	302	362
Case Reports	111	145	104
Traffic Stops	1062	1413	658
Number of Citations issued	428	471	278
Number of Persons Issued Citations	296	334	188

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