

Village of Riverwoods
Board of Trustees Meeting
September 20, 2022
Draft

Present:

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

Absent:

Michael Clayton
Michael Haber

Also Present:

Bruce Dayno, Police Chief
Tom Krueger, Fire Chief
Bruce Huvad, Village Attorney
Katie Bowne, Deputy Village Clerk
Carissa Smith, Village Attorney
Hal Roseth, Village Treasurer

The meeting was called to order at 7:30 pm

Police Department Promotions

Deputy Clerk Bowne swore in Sergeant George Pfutzenreuter to the position of Commander in the Village of Riverwoods Police Department.

Deputy Clerk Bowne swore in officer William Kirby to the position of Sergeant in the Village of Riverwoods Police Department.

Document Approval

Trustee Jamerson moved to approve the minutes of the August 25, 2022 Board of Trustees special meeting. Trustee Hollander seconded the motion. The motion passed unanimously on a voice vote.

Trustee Hollander moved to approve the minutes of the September 6, 2022 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Approval of Bills

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

AYES: Dikin, Eastmond, Hollander, Jamerson (4)
NAYS: None (0)

Treasurer and Finance Committee Report

Mayor Ford reported the general fund is in good shape. There was a delay in the water billing in August. The transition to the new operating system is scheduled for January.

Village Attorney Report

Mr. Huvard has been working with SB Friedman to get information on their analysis. Wolters Kluwer is sending out information to developers. Lexington Homes has sent packets to the Plan Commission and Trustees.

Engineer's Report

Ms. Smith received a bid for the 2022 road program for twice the expected cost. A lot of companies are not taking additional work. She suggested holding off until the Spring. Gewalt Hamilton is looking at the condition of the roads.

Ms. Smith noted one meter still needs to be scheduled.

Plan Commission Report

Ch. Breitkopf reported the Plan Commission met on September 8 to discuss residential planned unit developments, density bonuses as a way to get affordable housing and selling affordable units over time. The Plan Commission believes the Village should work with a not-for-profit organization. The Plan Commission will meet on 10/6/22 to discuss the Federal Life property.

Zoning Board of Appeals

Ch. Graditor reported the ZBA did not meet.

Fire Department Report

Chief Krueger reported they are working on a Knox Box program for emergencies. Trustee Jamerson noted keys are very secure because only the fire department can open a Knox Box. Trustee Hollander suggested the Village split the cost of the Knox Box with senior residents to encourage them to get a box for safety reasons.

Police Report

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

Information items from the President

1. Status Report on staffing/structure of the finance department

Mayor Ford noted the contract with L&A expires on December 31, 2022 and an RFP has been sent out. She is also working with an agency to assist.

Daniela Partipilo, a consultant for the Village, reviewed assorted financial documents and spoke with the current L&A team. The Village also has an internal staff member working 12-16 hours that handles a lot of the clerical work. She would recommend a full-time person and a part-time person to oversee the department. The Village is going to implement a new software program, which would include a payroll module. Ms. Partipilo does not recommend purchasing that module. She believes the current payroll provider is sufficient.

Mr. Roseth reported on the Village's investments. He believes the Village's accounting function should be done in-house. Outsourcing to a professional organization does not provide any guarantees, and the Village is not their only client. It is difficult to find good staff but Mr. Roseth believes the Village can acquire the right person who can take on additional responsibilities. In his opinion, the fees of outsourcing are substantially more than what the Village would pay an individual.

Trustee Jamerson would like to hire someone that can be trained on the new software. Mayor Ford noted BS&A is widely used. Ms. Partipilo does not believe the new software implementation will occur in January. She suggested running the new software concurrently for at least a month. Trustee Jamerson noted there are other departments that also need staffing.

2. Scheduling of the finance workshop on October 18, 2022, prior to the Board of Trustees meeting

Mayor Ford suggested starting the October 18th meeting at 5:00. She will poll the Trustees.

3. Discussion of audio-visual needs

Mayor Ford explained there has been a request for live streaming of Board of Trustees and Plan Commission meetings. Trustee Dikin believes the Village has the necessary equipment for one-way streaming. She will look into a "classroom" streaming option. Trustee Hollander would like the public meetings to be as transparent and accessible as possible.

Visitors wishing to address the Board

Barbara Raff, President of Thorngate HOA, explained there have been a number of water main breaks and was curious about who to contact.

Ms. Raff asked when the fire hydrants get painted. Ms. Smith explained it is cyclical and 1/3 of the hydrants are handled each year.

New Business

1. Approval of a donation to the Deerfield Parents Network

Trustee Jamerson moved to authorize a \$1000 donation to the Deerfield Parents Network. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

2. Approval of a proposal from Gewalt Hamilton for the development of a storm water comprehensive plan

Ms. Smith explained that a comprehensive review would assist in determining the status of the Village's overall water plan. She suggested concentrating on a Village wide stormwater analysis excluding the Thorngate subdivision. Trustee Hollander noted the estimated fee is \$150,000 and asked if it is reimbursable. Ms. Smith reported that Lincolnshire and Deerfield have received grants up to \$1.5 million. She explained the Village can pinpoint the appropriate projects. Trustee Hollander suggested a lot of the water difficulties in Riverwoods are caused by private properties. Ms. Smith explained the Village would need to acquire easements and restore and maintain the properties. Trustee Hollander asked if the Village would need to get individual easement approvals. Mr. Huvad explained the Village would have to gain permission from the individual homeowners but the Village has the right to acquire storm water easements. The information could be a tool for the enforcement of culvert cleaning.

Ms. Graditor asked if the Deerfield Road widening would have an effect on the study. Ms. Smith explained their study/analysis would be included in the Village's plan. Trustee Jamerson suggested looking into implementing an impervious surface tax to help offset some of the cost.

Trustee Jamerson moved to approve the proposal from Gewalt Hamilton for the development of a storm water comprehensive plan. Trustee Eastmond seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

3. Approval of an Ordinance modifying the fee schedule for sewer services

Mayor Ford noted this will be delayed.

Old Business

1. Deerfield Road pathway status report

Ms. Smith received documentation from the department of transportation and would like to go out to bid next week. She would like to have two implementation dates in the bid to see the difference between fall and spring.

Adjournment

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

The meeting was adjourned at 8:52 pm.

The next regular meeting of the Board of Trustees will need to be rescheduled. More information will be shared on the meeting date after the Doodle poll.

Respectfully submitted,

Katie Bowne
Deputy Village Clerk

Transcribed by:
Jeri Cotton

Attachment:
Police Report



Riverwoods Police Incident Analysis Report

Summary by Incident Type

9/20/2022



Activity is Through September 15th of Each Year

Incident Type	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
46 (7503) (Mortorist Assist)	62	58	40
50 PD (7572) (Crash Property Damage)	49	42	40
50 PI (7571) (Crash Personal Injury)	9	6	10
50 Priv Prop (7573) (Crash Private Property)	5	6	2
911 Hang up (7911)	11	16	20
Ambulance (7021)	200	129	114
Animal Problem (7245)	50	53	41
AOA (7001)	190	141	155
Armed Robbery (0310)	-	-	-
Assault (0500)	1	1	-
Attempt Suicide (7221)	1	-	-
Battery - Simple (0460)	2	1	-
Battery (0400)	3	1	-
Burg - From Motor Veh (0760)	2	-	3
Burglar Alarm (7082)	155	133	144
Burglary - Residential (0625)	3	1	4
Burglary (0600)	1	1	2
Cell 911 (7912)	1	-	1
Child Seat Inspect (7042)	6	4	1
Construction Comp (7078)	-	1	2
Controlled Substance (2000)	-	-	1
Credit Card Fraud (1150)	2	1	2
Crim Damage to Prop (1310)	2	1	2
Crim Sexual Assault (1563)	-	-	1
Crim Trespass to Land (1330)	-	-	-
Crim Trespass to Veh (1360)	-	-	-
Death Investigation (7231)	2	1	2
Deceptive Practice (1110)	5	5	5
Domestic Battery (0486)	-	2	2
Domestic Trouble (7130)	12	10	7
DUI (2410)	35	43	29
Fingerprinting (7039)	7	4	3
Fire Alarm (0733)	26	27	30
Fire Call (7024)	19	25	30
Fireworks Complaints (3001)	8	1	3
Forgery (1120)	-	-	1
Found Animal (7246)	6	11	7
Found Prop. (7156)	1	2	3
Harassment by Telephone (2825)	1	3	3
Hold Up Alarm (7083)	8	16	14
Identity Theft (7198)	11	47	22
Lock out - Vehicle (7051)	13	17	17
Lost / Mislaidd Prop (7144)	8	3	5
Missing Person (7178)	2	2	4
Noise Comp (7078)	23	23	20
Notification (7049)	15	14	18
Other Comp (7079)	46	45	26
Other Investigation (7199)	23	26	19

Incident Type	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
Other Trouble (7139)	4	4	1
Parking Complaint (7522)	9	12	7
Premise Exam (7041)	950	950	411
Public Service (7040)	33	28	50
Roadway Debris (7250)	11	36	18
Solicitor (7063)	5	6	12
Suicide (7211)	-	-	-
Suspicious Auto (7123)	45	31	53
Suspicious Person (7123)	27	18	27
Telephone Threat (2820)	-	1	-
Theft from Motor Veh (0710)	2	-	-
Theft of Motor Veh (0910)	1	-	1
Theft Over \$500 (0815)	1	5	1
Theft Under \$500 (0825)	3	5	4
Traffic Complaint (7521)	40	41	34
Turned in Weapon/Ammo (7160)	1	-	1
Village Ord. Violation (7500)	13	16	20
Well Being Check (7045)	28	28	39
Total:	2199	2104	1534
Crime Prevention Notices	401	412	456
Case Reports	152	192	160
Traffic Stops	1399	1857	943
Number of Citations issued	541	630	418
Number of Persons Issued Citations	393	441	342

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