

Village of Riverwoods
Board of Trustees Meeting
February 1, 2022
APPROVED

Present:

Michael Clayton
Liliya Dikin
Andrew Eastmond
Michael Haber
Henry Hollander
Kris Ford, Mayor (present at Village Hall)

Absent:

Rick Jamerson

Also Present:

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

The meeting was called to order at 7:30 pm

Moment of Silence

Those in attendance observed a moment of silence in memory of Patrick Glenn. Mayor Ford reported Village Engineer Pat Glenn was such an asset to the Village and will be missed both personally and professionally.

Document Approval

Trustee Haber moved to approve the minutes of the January 18, 2022 Board of Trustees. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Approval of Bills

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

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

NAYS: None (0)

Treasurer and Finance Committee Report

Trustee Clayton reported the summary of revenue and expenses for the year ending December 31, 2021. The operating net income and loss for December was \$342,869, which was expected. Police revenue is significantly lower. The administration expenditures were received all at once. The full year, however, shows the actual year to date was ahead of budget by \$100,000 in revenue and \$70,000 in expenses resulting in a \$12,906 surplus. The Village expected a loss of \$165,000, so we are on the right path.

Director of Community Services Report

Mr. Kraly has worked with Trustee Dikin on the fee schedule for the website. She is also working on revising some of the other forms for the website. Mr. Kraly is working with Mayor Ford on liquor license applications.

Engineer's Report

Mayor Ford noted we have all suffered a loss. Gewalt Hamilton has been enormously supportive and helpful to the Village. They have big shoes to fill. Carissa Smith will be the point person at this point. Leo Morand and Todd Gordon have also been assets to the Village. Mayor Ford assured everyone the Village has support. Mr. Morand noted Riverwoods was Mr. Glenn's favorite client.

Plan Commission Report

Ch. Laurie Breitkopf reported the Plan Commission will not meet this week as they are awaiting information about the 37 acres.

Police Report

Chief Dayno indicated the police activity report is attached to the end of the minutes. He noted there was a burglary at the Mobil station at 3:06 am. Multiple suspects made entry and took cash and merchandise. The crew tried to take the ATM machine, but did not succeed. The officers at the scene were made aware of a burglary in progress in Lincolnshire. Through multiple agencies, the vehicle was followed to Chicago, where the suspects were taken into custody. Firearms were found in the vehicle.

Information items from the President

Mayor Ford is working on an organization chart along with job descriptions.

Visitors wishing to address the Board

There were no visitors wishing to address the Board.

New Business

1. Approval of an amendment to the Ordinance codifying provisions concerning the appointed position of Deputy Village Clerk

Mayor Ford reported the Village Clerk is taking a leave of absence for family reasons. Mr. Huvard noted Ms. Bowne was appointed as the Deputy Village Clerk in December. The Municipal Code noted the Village Clerk would assign duties to the Deputy Village Clerk, but in Riverwoods, the Village President assigns those duties. Mr. Huvard noted the changes to the Municipal Code will allow more flexibility. Trustee Hollander noted the Village Clerk is an elected position. Mr. Huvard explained the direction will come from both the Mayor and current Clerk. The Village is a home rule community, so there is additional flexibility in the role.

Trustee Haber waive first reading of the Ordinance. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Trustee Haber moved for second reading and approval of an amendment to the Ordinance codifying provisions concerning the appointed position of Deputy Village Clerk. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

2. Approval for the Police Department to enter into a Memorandum of Understanding (MOU) with the Flock Group, Inc granting the department access to cameras Flock has installed in area communities

Chief Dayno noted many neighboring communities have installed Flock cameras for safety. It is a useful system. Chief Dayno would like to access these cameras before considering a purchase of cameras. There is no financial commitment involved.

Trustee Clayton noted Flock can use the data for any purpose at their sole discretion. He believes there are privacy issues. Chief Dayno noted the Village is not purchasing cameras, so we will not have data in the system. Mr. Huvard may look at that in the future, should the Village look into purchasing cameras. He noted Flock is subject to applicable laws and cannot misuse the data.

Trustee Hollander moved to approve a MOU between the police department and the Flock Group Inc., granting the department access to cameras Flock has installed in area communities. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

3. Resolution 22-02-01 adopting Fund Balance Policies Developed Under Section 1-15-1 of the Village Code

Trustee Clayton noted this is a series of guidelines for the Village funds that makes the intended use clearer to observers. Mr. Huvard added there was an old policy adopted in 2012 that this will replace.

Trustee Hollander asked if the Village cannot make the required amounts. Trustee Clayton noted the Village could look for solutions or choose to defer some of the capital investment. Mr. Huvad noted this is a policy statement, not a legal responsibility. Trustee Haber questioned how the amounts were determined. He suggested revisiting the reserve numbers. Mayor Ford noted capital reserves are for building maintenance, vehicles and other large purchases. She does not believe it is specific; rather, the Village could call on should they choose. This is a way to plan what the Village may do in the future rather than having money sit in the general fund without purchase. Trustee Clayton noted the Village operates with a lot of money in the general fund. This clarifies the situation substantially by reflecting what we believe the future requirements could be. Mr. Huvad noted the Appropriations Ordinance gives the Board the ability to appropriate money for the Board to use money for capital funds. Historically, the Village has appropriated \$3 - \$4 million. Trustee Hollander would like the opportunity to revisit this periodically. Mayor Ford believes it should be reviewed annually.

Trustee Clayton moved to approve the Resolution adopting fund balance policies developed under Section 1-15-1 of the Village Code to replace the existing Reserve Fund Policy. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

There was no Old Business.

Standing Committee Reports

Legal & Police – Trustee Haber is scheduling another meeting to discuss the police contract.

Communications & IT – Trustee Dikin noted the website is continuing to evolve. She has received a lot of feedback and some questions. Trustee Dikin has trained Village personnel and the training will continue.

Woodlands & Ecology – Trustee Eastmond is still working on the use policy for Village Hall and the Flatwoods Campus.

Land Use & Roads – Trustee Hollander reported a group came forward to discuss a distribution center at the 37 acres. The developer has expressed interest in annexing the additional acres into the Village. An issue recently came up with the traffic study. The amount of anticipated traffic does not meet the need for a signal, so there is no ability to go south on Milwaukee when exiting the site. There will be significant large truck traffic, which causes some concern. Another potential use would be light industrial. Trustee Hollander questioned whether the Village would consider truck traffic on Deerfield Road. If they do not have the Deerfield Road access, the location will not work for them. Trustee Hollander believes it is important for the Village to control the area so we can protect ourselves. He is uncomfortable moving forward with a broad Ordinance without knowing what could go in the location. Mr. Huvad added the Village thought a distribution center could be built on the site, but the traffic does not meet the requirements to put a signal on Milwaukee. The scenario has now changed, but the impact

on Deerfield Road may not be substantial. He questioned what other use types should be considered. Each type of distribution use has a different type of traffic pattern.

Trustee Haber believes the absence of an IGA with Buffalo Grove would stick the Village. The Village needs to be flexible with the site, but cautious with traffic on Deerfield Road. Mayor Ford noted the developer said without Deerfield Road access, the project is dead. Trustee Hollander believes that is just a certain type of facility. Trustee Clayton questioned whether there are weight limits on Deerfield Road. Chief Dayno noted the weight limit is 88 tons. Trustee Eastmond questioned if there are other development opportunities. Mr. Huvad noted the site received an NFR letter, which is good for the site. This could make the site more developable as one of the biggest obstacles for the site has been lifted. Trustee Hollander noted if this site come into Riverwoods, it would provide access to other areas across Milwaukee Road. Trustee Clayton noted if the project goes to Buffalo Grove, it will not have Deerfield Road access. If it comes into the Village, we have some control over the noise and light. If the project will move forward without Deerfield Road access, the Village should pursue it. Mayor Ford noted the developer wanted flexibility in Zoning and access. She questioned why they did not know they would not meet the requirements for a traffic signal. Trustee Hollander believes the Village needs to know what use they are looking at so the Village can properly respond. Mr. Huvad noted the Village cannot plan for the traffic impact unless we know the use. Ch. Breitkopf believes the Village has to consider the impact on residents and their fury. She thinks the traffic will be a big issue for residents. The Trustees are split whether this should go before the Plan Commission before having a clear idea on the use. Trustee Dikin noted the large trucks for this type of distribution center travel by night, and may not have as much impact on traffic.

Finance & Economic Development – Trustee Clayton noted the BS&A contract is down to one item for the attorneys to discuss. The water meter situation will be complicated and will need assistance from Gewalt Hamilton. The Village has 222 meters not yet installed and 32 errors that need to be resolved. The 1099s have been issued.

Comments from the Board

Assistant Village Clerk Bowne wished Trustee Hollander and Trustee Clayton a Happy Birthday.

Adjournment

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

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

NAYS: None (0)

The meeting was adjourned at 8:50 pm.

The next regular meeting of the Board of Trustees will take place on February 15, 2022 at 7:30 pm.

Respectfully submitted,

Katie Bowne
Village Clerk

Transcribed by:
Jeri Cotton

Attachments:
Police Report



Riverwoods Police Incident Analysis Report



Summary by Incident Type

2/1/2022

Activity is Through January 27th of Each Year

Incident Type	Since Last Report 01/14/21	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
46 (7503) (Mortorist Assist)	5	8	9	5
50 PD (7572) (Crash Property Damage)	3	11	6	9
50 PI (7571) (Crash Personal Injury)	1	1	-	3
50 Priv Prop (7573) (Crash Private Property)	1	1	-	-
911 Hang up (7911)	-	2	1	1
Ambulance (7021)	11	26	13	24
Animal Problem (7245)	2	4	11	2
AOA (7001)	13	20	11	15
Armed Robbery (0310)	-	-	-	-
Assault (0500)	-	-	-	-
Attempt Suicide (7221)	-	-	-	-
Battery - Simple (0460)	-	-	-	-
Battery (0400)	-	-	-	-
Burg - From Motor Veh (0760)	-	-	-	-
Burglar Alarm (7082)	7	15	18	21
Burglary - Residential (0625)	-	-	-	1
Burglary (0600)	-	-	-	-
Cell 911 (7912)	-	-	-	-
Child Seat Inspect (7042)	-	-	-	1
Construction Comp (7078)	-	-	-	-
Controlled Substance (2000)	-	-	-	-
Credit Card Fraud (1150)	1	1	-	-
Crim Damage to Prop (1310)	-	-	-	-
Crim Sexual Assault (1563)	-	-	-	-
Crim Trespass to Land (1330)	-	-	-	-
Crim Trespass to Veh (1360)	-	-	-	-
Death Investigation (7231)	-	-	-	-
Deceptive Practice (1110)	-	-	-	-
Domestic Battery (0486)	-	-	-	1
Domestic Trouble (7130)	-	-	3	6
DUI (2410)	-	1	2	4
Fingerprinting (7039)	-	-	-	1
Fire Alarm (0733)	1	3	2	4
Fire Call (7024)	-	-	2	2
Fireworks Complaints (3001)	-	-	-	-
Forgery (1120)	-	-	-	1
Found Animal (7246)	-	-	-	-
Found Prop. (7156)	-	-	-	-
Harassment by Telephone (2825)	-	-	-	-
Hold Up Alarm (7083)	1	1	1	2
Identity Theft (7198)	2	4	16	-
Lock out - Vehicle (7051)	1	1	4	2
Lost / Mislaid Prop (7144)	1	2	1	1
Missing Person (7178)	-	1	-	-
Noise Comp (7078)	-	1	-	1
Notification (7049)	-	-	1	4
Other Comp (7079)	2	4	3	-

Incident Type	Since Last Report 01/14/21	2022 YTD	This Time 2021 YTD	This Time 2020 YTD
Other Investigation (7199)	1	2	1	4
Other Trouble (7139)	-	-	-	-
Parking Complaint (7522)	1	1	2	1
Premise Exam (7041)	73	163	97	89
Public Service (7040)	1	2	4	2
Roadway Debris (7250)	1	1	-	1
Solicitor (7063)	1	1	-	-
Suicide (7211)	-	-	-	-
Suspicious Auto (7123)	-	1	2	8
Suspicious Person (7123)	1	2	1	1
Telephone Threat (2820)	-	-	-	-
Theft from Motor Veh (0710)	2	2	-	-
Theft of Motor Veh (0910)	-	-	-	-
Theft Over \$500 (0815)	-	-	2	-
Theft Under \$500 (0825)	-	-	-	2
Traffic Complaint (7521)	1	5	1	4
Turned in Weapon/Ammo (7160)	1	1	-	-
Village Ord. Violation (7500)	1	2	-	-
Well Being Check (7045)	2	5	5	3
Total:	138	295	219	226
Crime Prevention Notices	20	55	44	88
Case Reports	4	12	27	18
Traffic Stops	28	42	168	158
Number of Citations issued	9	23	39	60
Number of Persons Issued Citations	8	14	30	37

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