Village of Riverwoods Board of Trustees Meeting September 14, 2021

APPROVED

Present:

Michael Clayton Liliya Dikin Andrew Eastmond (arrived 7:33 pm) Michael Haber Henry Hollander Rick Jamerson Kris Ford, Mayor

Also Present:

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

Call to Order: 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the August 3, 2021 Board of Trustees meeting. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Trustee Clayton moved to approve the minutes of the August 14, 2021 Board of Trustees meeting. Trustee Clayton made a clarification. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: Haber (1)

Approval of Bills

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

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

NAYS: None (0)

Attorney's Report

Mr. Huvard noted the continuation of virtual meetings is based on the Governor's disaster proclamation and Mayor Ford's determination that it is not feasible to meet in person due to the Delta variant of Covid.

Engineer's Report

Mr. Glenn met with HBK, the vendor for the water meter upgrades. The first letter to go to residents has been finalized. The installations will begin the week of September 27, 2021.

Plan Commission Report

Ch. Laurie Breitkopf reported the Plan Commission held a Public Hearing to discuss the proposed change to the Ordinances for the Shops of Riverwoods to allow a gaming parlor. More than 25 people attended the Zoom meeting. The PC voted 4-0 to recommend denial for the video game application and will send a report to the Board. Mr. Huvard noted the applicant has requested the opportunity to appear before the Board to argue their case. The Trustees noted regardless of the Plan Commission's vote, the Board has to consider the application and would like to see the Plan Commission report as well as hear the petitioner's argument. The Trustees would like to see the report before hearing a presentation from the applicants and believe the presentation should be different than what the Board heard previously. The Trustees would also like information about the makeup of the other strip malls where they are currently located to see the mix of other businesses.

Mr. Huvard met with Lexington Homes who presented a conceptual site plan for the Federal Life property that is similar to what Gewalt Hamilton previously presented. There should be some discussion at the Board level. This would be a total rezoning for the site and a change in the Comprehensive Plan. It is a fairly substantial land use change. Mayor Ford noted the information will be sent to the Trustees. This is just a point of information.

Police Report

Chief Dayno indicated the Police Activity Report is attached to the end of the minutes. On September 7, there was a large tree went down on Deerfield and Juneberry. The street was closed for several hours and several ComEd poles went down. Trustee Jamerson noted DUIs are up considerably from 2019. Chief Dayno noted Riverwoods is very vigilant with DUI arrests.

Information Items from the President

1. Grant Applications and Administration

Mayor Ford met with a firm that works on grant applications and other services for municipalities. The firm would search, apply and administer grants that may be useful for the Village. She will bring something to a future Board of Trustees meeting.

Visitors wishing to address the Board

There were no visitors wishing to address the Board on non-agenda items.

New Business

1. Ordinance 21-09-17 establishing Village of Riverwoods Special Service Area 35 for Road Improvements benefitting certain properties on Clendenin Lane

Trustee Jamerson moved to waive the First Reading of the Ordinance establishing SSA 35 for road improvements on Clendenin Lane. Trustee Clayton seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Trustee Jamerson moved to adopt the Ordinance establishing SSA 35 for road improvements on Clendenin Lane. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

2. Ordinance 21-09-18 providing for the issue of \$321,000 Special Service Area 22 Special Tax Bonds, Series 2021 of the Village of Riverwoods, Lake County, Illinois and the levy of a direct annual tax sufficient to pay the principal and interest on said bonds

Trustee Haber moved to waive the First Reading 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)

Trustee Hollander moved to adopt the Ordinance providing for the issuance of \$321,000 SSA 22 Special Tax Bonds. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

3. Ordinance 21-09-19 providing for the issue of \$342,000 Special Service Area No. 35 Special Tax Bonds, Series 2021 of the Village of Riverwoods, Lake County, Illinois, and the levy of a direct annual tax sufficient to pay the principal and interest on said bonds

Trustee Haber moved to waive the First Reading 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)

Trustee Haber moved to adopt the Ordinance providing for the issue of \$342,000 SSA 35 Special Tax Bonds. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

4. Approval of Service Agreement with Municode as the Provider of Village Website Services.

Mr. Huvard noted Municode is one of the largest service providers and is well known in the field. They can assist the Village in managing the website as well as posting the Village Codes and other website materials. The annual cost is very modest based on their level of support. Mr. Huvard noted the service agreement is able to be canceled with 60 days' notice. He noted the committee recommended going with Municode.

The Trustees discussed the possibility of this system generating email bills for water service. Trustee Dikin explained the current package allows the Village to generate bills, but it is ala carte after the site is ready and it would require a lot of setup. Trustee Clayton asked if Municode would be able to retain the format and the level of branding the Village has on the current website. Trustee Dikin explained Municode works with templates which allow the Village to select a similar template as well as the ability to make seasonal changes. Mr. Huvard explained the Village can keep the font and colors from the existing website. Trustee Haber noted the Village can select the colors and font, but the website will be standardized based on the template.

The Trustees discussed the website security. Trustee Dikin explained this is a highly secure website. Municode specializes in municipal websites and they provide private hosting. Trustee Clayton asked about staff training and support for the content management system. Trustee Dikin explained the Municode website has a lot of drag and drop and check boxes which does not require formatting. Municode provides a good amount of training before the Village would be charged on an hourly basis. Chief Dayno went through the initial training for the existing website. He watched the demonstration from Municode and believes it will be much easier. He spoke with other municipalities who mentioned it is easy to add content to the website. Clerk Paras noted Municode came highly recommended by other Village Clerks. She noted Municode also has how-to training videos that can be accessed at no charge. Trustee Jamerson asked if the Village has considered changing the URL. Trustee Dikin noted they had some discussion about having a .gov URL and redirecting the existing URL in a seamless manner.

Trustee Haber moved to approve the service agreement with Municode for Village website services. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

5. Approval of Contract for 2021 Street Maintenance program with Schroeder Asphalt Services in the amount of \$737,917.94

Mr. Glenn noted they opened bids for the road project encompassing SSA 22, SSA 35, Hoffman Lane resurfacing and various maintenance patching throughout the Village. The market is very competitive for paring work. The low bid was from Schroeder Asphalt and they are capable of completing the project. Trustee Haber asked if the Village's portion is in the budget from the MFT fund. Mr. Glenn noted it is in the budget, but not through MFT funds.

Trustee Hollander asked how the timing for Hoffman Lane was determined. Mr. Glenn explained there will be a point where resurfacing will become reconstruction because the Village waited too long to resurface the road. Trustee Jamerson believes the Village discussed resurfacing Hoffman Lane last year and decided to preserve the funds for reconstructing Saunders Road. If the money is coming from the General Fund, he wants to determine if patching the road would work or if the Village has to resurface the road now. Mr. Glenn explained the pricing received was very competitive right now. Trustee Jamerson would not want to spend money on resurfacing the road just because it is cyclical. Trustee Haber asked why the Village cannot use MFT funds for this portion of the work. Mr. Glenn explained spending MFT funds on construction need to be let by IDOT. It would be very difficult to get IDOT to approve the work done on SSA private streets. It could be done if there were separate contracts; however, the Village would lose the economy of scale.

Trustee Clayton and Trustee Jamerson are opposed to spending taxpayer money to fund a public road that should be public.

The Trustees discussed the possibility of separating the projects in the bid. Mr. Huvard explained the Village could have three motions, but it may affect the pricing. He would prefer awarding the contract so the SSAs can go forward with the bonds. Trustee Haber noted the issue of private roads versus public roads has come before the Board in the past, and it was voted down. It was determined the public roads would not be turned into private roads. The Village Engineer believes this public road needs to be repaved. Until a determination of whether public roads should become private roads has been made, this is a public road and the Village has an obligation to repave this road. In the future, the Trustees believe the public roads should be separated out from private roads. Trustee Jamerson does not believe the Village should use the General Fund to finance the repaving of any road when MFT funds are available. Mr. Glenn explained if the Village only uses MFT funds, there will be noticeable deterioration in the Village streets.

Trustee Haber moved to approve the contract for the 2021 street maintenance program with Schroeder Asphalt Services in the amount of \$737,917.94. Trustee Dikin seconded the motion. Mayor Ford recused herself, as she is part of SSA 22. Trustee Hollander asked if the Village can find out from the contractor if they would honor the pricing for SSA 22 and SSA 35. Mr. Huvard explained that would delay closing on the bonds. The motion passed by the following vote:

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

NAYS: Clayton, Jamerson (2)

Old Business

There was no Old Business.

Standing Committee Reports

Communications & IT – Trustee Dikin has been reviewing the content and assessing the Village needs.

Building, Stormwater and Utilities – Trustee Jamerson reported the building report is attached to the minutes. Year to date construction is up slightly. Permit fees are up 50 percent from last year. He received a letter from a resident that did not receive their water bill and received late fees for three months.

Woodlands & Ecology – Trustee Eastmond received a programing proposal for the next six months with Brushwood and is assessing what is feasible with Covid restrictions.

Land Use and Roads – Trustee Hollander noted Lexington Builders took the option on the Federal Life property. They propose 12 three-story townhomes with 69 units. The Village spoke with them about the possibility of putting in affordable housing as well as accessibility options. There are two access roads with the major entry connected to the east of Colonial Court. Lexington would put in the 50 percent to get to their buildings, which would be half way to Colonial Court. The Trustees discussed the possibility of having a traffic signal. Mr. Glenn explained it would depend on the traffic study.

Finance & Economic Development – Trustee Clayton is preparing for the October 5, 2021 meeting. It will start with a presentation by the auditors.

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 9:13 pm.

The next regular meeting of the Board of Trustees will take place via Zoom on September 28, 2021 at 7:30 pm.

Respectfully submitted,

Daphne Paras Village Clerk

Transcribed by: Jeri Cotton

Attachments: Police Report Building Report



Riverwoods Police Incident Analysis Report

Summary by Incident Type 9/14/2021



Activity is Through September 9th of Each Year

leader of Theory			mber 9th of Ea		
Incident Type	Since Report	2021 YID			
	08/17/21		2020 YTD	2019 YTD	
0260 Criminal Sexual Assault		-	1	-	
0460 Simple Battery	1	2	-	1	
0486 Domestic Battery	-	2	2	3	
0560 Simple Assault	-	1	-	-	
0610 Burglary	1	1	1		
0625 Residential Burglary	-	1	3	3	
0760 Burglary From Motor Vehicle	-		3	2	
0810 Theft Over \$500	1	5	1	3	
0820 Theft Under \$500	-	5	4	1	
0910 Motor Vehicle Theft	-		1	1	
1110 Deceptive Practices	1	5	5	5	
1120 Forgery	-		1	1	
1150 Credit Card Fraud	-	1	2	2	
1310 Criminal Damage to Property	-	1	2	6	
1330 Criminal Damage to Land	-		-	-	
1360 Criminal Trespass-Vehicle	-		-		
1811 Poss. Cannabis <30 grams	-		1	1	
2000 Controlled Substance	-		1		
2410 DUI	3	41	27	36	
2820 Telephone Threats	-	1	-	4	
2825 Harassment by Telephone	1	3		2	
3001 Fireworks Complaint	-	10	16	-	
7001 Assist Other Agency	14	134	147	138	
7021 Ambulance Call	15	126	114	142	
7024 Fire Call	3	25	29	31	
7033 Fire Alarm	1	26	29	35	
7039 Fingerprinting	-	4	3	2	
7040 Public Service	3	26	50	20	
7041 Premise Exam	77	936	402	580	
7042 Child Seat Install/Inspect	1	4	1	3	
7045 Well Being Check	4	28	39	33	
7049 Notifications	2	13	18	14	
7051 Vehicle Lock Out	3	15	19	32	
7062 Noise Complaints	5	22	18	19	
7063 Solicitor Complaints	-	6	12	12	
7078 Construction Complaint	-	1	2	2	
7079 Other Complaints	3	44	28	43	
7082 Burglar Alarm	13	132	141	194	
7083 Hold Up Alarm	2	16	13	16	
7121 Suspicious Auto	1	30	52	38	
7123 Suspicious Person	1	16	26	21	
7130 Domestic Trouble	-	10	7	8	
7139 Other Problem	-	4	1	6	
7144 Lost/Mislaid Property	-	3	5	6	
7156 Found Property	-	2	3	11	
7160 Turned in Weapon/Ammo	-	-	1	1	
7178 Missing Person	-	2	4	2	
7198 Identity Theft	. 1	46	21	5	

Incident Type	Since Report 08/17/21	2021 YTD	This Time 2020 YTD	This Time 2019 YTD
7199 Other Investigation	2	26	19	25
7231 Death Investigation	1	1	2	1
7245 Animal Problem	5	51	39	57
7246 Found Animal	-	11	6	7
7250 Roadway Debris	2	36	18	18
7500 Village Ordinance Violation	-	15	20	6
7503 Motorist Assist	4	58	39	86
7521 Traffic Complaint	6	40	35	45
7522 Parking Complaint	-	12	7	10
7571 Traffic Accident PI		6	10	14
7572 Traffic Accident PD	2	42	40	113
7573 Traffic Accident PP		6	2	18
7911 911 Hang Up	2	16	20	21
Total:	181	2070	1513	1906
Crime Prevention Notices	42	396	444	328
Case Reports	15	180	153	183
Traffic Stops	188	1810	913	2040
Persons Issued Citations	39	430	281	537
Citations Issued	52	611	403	729
Ordinance Violations	41	413	83	222

² houses are currently on the Vacation Watch list and are checked regularly.

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Village of Riverwoods Building Permits Issued For Date From 8/1/2021 To 8/31/2021

Nate Number 8/3/2021 11724 8/3/2021 11725 8/3/2021 11726 8/3/2021 11726 8/3/2021 11727 8/3/2021 11727 8/3/2021 11729 8/3/2021 11730 8/3/2021 11733 8/4/2021 11733 8/4/2021 11733 8/4/2021 11737 8/10/2021 11737 8/10/2021 11740 8/13/2021 11741 8/13/2021 11741 8/13/2021 11744 8/20/2021 11744 8/20/2021 11744 8/20/2021 11744 8/20/2021 11744 8/20/2021 11747 8/24/2021 11747 8/24/2021 11748 8/24/2021 11748 8/24/2021 11753 8/24/2021 11753 8/24/2021 11753 8/24/2021 11753 8/27/2021 11754 8/23/2021 11756 8/23/2021 11757 8/30/2021 11758 8/30/2021 11758 8/30/2021 11758 8/30/2021 11760 8/30/2021 11761 8/30/2021 11763 8/30/2021 11763 8/30/2021 11763 8/30/2021 11763	
Address 145 Pine Tree Ln 2480 Duffy Ln 3065 Duffy Ln 3065 Duffy Ln 1345 Kenilwood Ln 2570 Palmer Ct 3 Baneberry Ln 765 Tour Ct 2075 Riverwoods Rd 2600 Lake Cook Rd 2600 Lake Cook Rd 2605 Duffy Ln 3059 Deerfield Rd 601 Timber Trl 2571 Palmer Ct 2675 Duffy Ln 12 Big Oak Ln 2271 Congressional Ln 601 Timber Trl 2800 Orange Brace Rd 2400 Hoffman Ln 601 Timber Trl 2800 Orange Brace Rd 2400 Riverwoods Rd 2400 Riverwoods Rd 2401 West Course Dr 2415 West Course Dr 2415 West Course Dr 2415 West Course Dr 2500 Lake Cook Rd	
Project Type Residential	
Roof Roof Roof Roof Roof Roof Roof Roof	
Value \$19,650.00 \$40,000.00 \$17,530.00 \$23,500.00 \$23,500.00 \$25,000.00 \$25,000.00 \$12,000.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$17,500.00 \$18,000.00 \$18,000.00 \$18,000.00 \$18,000.00 \$18,000.00 \$18,000.00 \$18,000.00 \$18,000.00 \$18,000.00 \$18,000.00 \$21,500.00 \$31,290.00 \$31,290.00 \$31,290.00 \$31,500.00 \$31,5	
Permit Fee \$200.00 \$200.00 \$300.00 \$200.00 \$200.00 \$200.00 \$250.00 \$300.00 \$300.00 \$3112.82 \$225.00 \$31,604.00 \$3,604.00 \$3,604.00 \$2,000.00 \$2,000.00 \$2,000.00 \$3,604.00 \$3,60	
Plan Review \$160.00 \$160.00 \$160.00 \$160.00 \$160.00 \$160.00 \$160.00 \$180.00 \$160.00	
Contractor \$0.00 \$	
Inspection \$0.00 \$	
Other Fee \$50.00	
\$360.00 \$360.00 \$360.00 \$360.00 \$360.00 \$360.00 \$360.00 \$3,450.00 \$4,200.00 \$4,240.00 \$4,244.00 \$4,244.00 \$5,360.00 \$4,244.00 \$5,360.00 \$5,200.00	

Village of Riverwoods831/2021 1:41pm Building Permits Issued For Date From 8/1/2021 To 8/31/2021

Inspections	YTD 2021	YTD 2020	YTD 2019	Aug 2020	Total Permits:	8/30/2021 11772	8/30/2021 1	8/30/2021 1	8/30/2021 1	8/30/2021 1	8/30/2021 1	8/30/2021 1	8/30/2021 1	Date Number
77	231	177	145	34	s: 48			1 11770 250				1 11766 250		•
						2500 Lake Cook Rd	Address							
						Commercial	Project Type							
						Elevator	Project Description							
	\$5,874,215.70 \$74,885.98	\$5,603,539.24	\$11,186,829.10 \$124,961.30	\$415,466.06	\$1,245,870.17	\$18,980.00	\$18,980.00	\$18,980.00	\$18,980.00	\$18,980.00	\$18,980.00	\$18,980.00	\$33,644.00	Value
	\$74,885.98	\$54,631.15	\$124,961.30	\$5,767.00	\$16,981.82	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$300.00	Permit Fee
	\$33,660.00	\$7,220.00	\$160.00	\$3,190.00	\$7,380.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	Plan Review
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Contractor
	\$0.00	\$230.00	\$2 30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Inspection
	\$0.00	\$27,409.00	\$7,678.00	\$382.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Other Fee
	\$ 108,545.98	\$89,490.15	\$1 33,0 2 9.30	\$9,339.00	\$24,361.82	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$420.00	Total Fee

Code Enforcement Actions 0