

Village of Riverwoods
Special Meeting - Board of Trustees Meeting
August 25, 2022

APPROVED

Present:

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

Absent:

Michael Haber

Also Present:

Bruce Dayno, Police Chief
Bruce Huvad, Village Attorney
Katie Bowne, Deputy Village Clerk
Carissa Smith, Village Attorney

The meeting was called to order at 7:30 pm

Visitors wishing to address the Board

There were no visitors wishing to address the Board.

New Business

1. Engagement of SB Friedman Development Advisors, LLC for Professional Services to Provide a Study on the Village-wide Fiscal Impact from New Development and Population Growth, with authorization up to \$30,000 in fees

Mr. Huvad explained SB Friedman is very skilled in providing financial impact studies. SB Friedman would primarily look at the property on Milwaukee Avenue, but would also have the ability to look at other properties that may become available.

The fees would be able to be reimbursed from the TIF.

Trustee Jamerson moved to engage SB Friedman Development Advisors, LLC for Professional Services to provide a study on the Village-wide fiscal impact from new development and population growth in an amount not to exceed \$30,000. Trustee Clayton seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

2. Engagement of SB Friedman Development Advisors, LLC for Professional Services to Advise on a potential TIF Redevelopment Agreement to support the redevelopment of the Federal Life Property at 3750 Deerfield Road, with authorization of up to \$19,900 in fees.

Mr. Huvard explained when SB Friedman represents a municipality in a TIF negotiation, they examine the developer's costs to determine whether the developer's requests are justified. They have the developer prepare a terms sheet, which is examined by SB Friedman before being presented to the Board.

Trustee Hollander asked when the TIF consultation will be scheduled. Mr. Huvard believes the amount of increase that can be generated is going to be fairly easy to establish based on traditional criteria.

Trustee Jamerson noted the Trustees can decide not to give TIF funds to a developer. Mr. Huvard explained the timing issue on the Lexington proposal is tricky due to excavation and site preparation work, including work that would benefit the County.

Trustee Jamerson moved to engage SB Friedman Development Advisors, LLC for professional services to advise on a potential TIF redevelopment agreement to support the redevelopment of the Federal Life property at 3750 Deerfield Road in an amount not to exceed \$19,900. Trustee Clayton seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

3. Approval of an Employee Leasing Agreement with GovTemps to provide an employee to serve as Municipal Advisor to assist with restructuring the Finance Department services and personnel, at a cost averaging no more than \$5,000 per month, with an initial term ending December 31, 2022, subject to extensions up to April 29, 2023.

Mayor Ford noted the current outsourcing service provider has decided not to renew the service agreement. The current agreement will end December 31, 2022. The Village needs to find a replacement for the department. There has been discussion on whether to have an employee on Village staff. Mayor Ford spoke with GovTemps, who suggested getting an advisor to help the Village make decisions quickly. She noted the Village could continue with an RFP.

Trustee Jamerson questioned whether the need for GovTemps is necessary, as the Village could hire an employee within 60 days. Mr. Huvard explained GovTemps has sent the Village resumes, so it may be unnecessary to have them as a consultant for three months. The Village may also need a higher-level person.

Trustee Clayton is opposed to this proposal. He believes the Village needs the staff in place by November 1, 2022 so there is time for training. Trustee Clayton spoke with the former CFO in Northbrook and believes there is a high probability the Village will not find who they need. If the Village hires a Finance Director, that person will not have a staff or the knowledge that has plagued L & A. Trustee Clayton suggested the Village issue an RFP for an outsource firm.

Trustee Jamerson questioned what the advisor would do for \$5000 a month. Mr. Huvad noted the advisor would be available on an hourly basis up to \$5000 a month.

Trustee Hollander noted an RFP would be issued to outsource the finance department until the Village determines what functions are needed inhouse.

Village Treasurer Hal Roseth noted outsourcing is a temporary situation. The Village should not be dependent on an outsourced accounting department. He believes the goal is to find a quality candidate that can have a permanent position in the Village. Mr. Roseth asked if the RFP is for the day-to-day work or if it is combined with the managerial aspect. Mayor Ford explained it contains both daily activities and higher-level consulting work. Mr. Roseth suggested going ahead with both finding someone in-house and issuing an RFP.

Trustee Hollander questioned whether the Village has the expertise to evaluate the responses from the RFP. Trustee Clayton believes the Village has the expertise to evaluate the RFP responses.

Trustee Hollander moved to authorize the Mayor to hire an employee and/or use a consultant if necessary, and to go ahead with the RFP with due speed. Trustee Jamerson seconded the motion.

Trustee Clayton questioned who the person would report to as well as what staff would be hired. He questioned how the department would operate and where the position would fit in the organization. Mayor Ford noted the position would report to the Mayor until there is a Village Manager. Mayor Ford withdrew her recommendation. She will move forward with the RFP. Trustee Hollander withdrew the motion.

Adjournment

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

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

NAYS: None (0)

The meeting was adjourned at 8:57 pm.

The next regular meeting of the Board of Trustees will take place on September 6, 2022 at 7:30 pm.

Respectfully submitted,

Katie Bowne
Deputy Village Clerk

Transcribed by:
Jeri Cotton