

Village of Riverwoods  
Board of Trustees Meeting  
April 11, 2023  
**APPROVED**

Present:

Kris Ford, Mayor  
Michael Clayton  
Andrew Eastmond  
Michael Haber  
Henry Hollander  
Rick Jamerson

Absent:

Liliya Dikin

Also Present:

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

The meeting was called to order at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the March 21, 2023 Public Hearing on the Appropriation Ordinance. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote with Trustee Jamerson abstaining.

Trustee Eastmond moved to approve the minutes of the March 21, 2023 Board of Trustees meeting. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote with Trustee Jamerson abstaining.

Treasurer and Finance Committee Report

Approval of Bills

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

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

NAYS: None (0)

### Director of Community Services Report

Mr. Kraly inspected the house on the corner of Deerfield and Chicory. The house is red-tagged and the owner has 30 days to clean up the property.

Mr. Kraly reported the Village has received several realtor phone inquiries regarding water hookup. Municipal water or the ability to easily reach municipal water is a desirable feature to potential home buyers.

Trustee Eastmond asked about the house on the corner of Portwine and Sherry. Mr. Kraly explained the contractor ran out of money but the plan is to fix the property.

### Attorney's Report

Mr. Huvad and Mayor Ford will meet with the president of Northside Community Bank. The bank was acquired but the closing has not occurred yet for regulatory reasons. Mr. Huvad noted Northside is the largest single tenant in Colonial Court.

### Engineer's Report

Karolina Cho from Gewalt Hamilton presented a PowerPoint on MS4 (Municipal Separate Storm Sewer System).

Ms. Smith reported the Deerfield Road water main extension work will continue on April 17, 2023. There was one bidder for the 2023 road improvement program. The low bidder, Chicagoland Paving, came in about ten percent higher than the 2022 road program bids. The Riverwoods Road pathway will go out to bid next week.

### Plan Commission Report

Ch. Breitkopf reported the Plan Commission will meet on April 20, 2023 to discuss the Lexington development on the Federal Life property.

### ZBA Report

The ZBA has not met.

### Police Report

The police activity is attached to the end of the minutes.

## Information Items from the President

### Events Update

Deputy Clerk Bowne reported on the spring and early summer events. On April 26 from 7-9 pm, there will be a wine and cheese social sponsored by the RRA and co-sponsored by the Village. The RPC plant sale will take place on May 13 from 10:30 am – 1:30 pm. May 13 is also Village clean-up day and there will be a resident barbeque with music provided by North Shore Line. Residents may pick up complimentary garbage bags and reflective vests at Village Hall for use on clean-up day. A car show will take place in the Flatwoods Heritage Center parking lot on June 3 from 11 am to 1 pm. The indoor community garage sale will take place on June 24 from 9-3 pm at Village Hall.

Mayor Ford received an email from Al Dorfman about a newly created Vernon Township mental health board. The board is focused on improving mental health and disability services throughout Vernon Township.

### Live Streaming Services and Information on Board Room Acoustic Proposal

Mayor Ford explained the Village continues to work on live streaming capabilities. The Village recently hired a Stevenson High School student to monitor technology during the meetings. An acoustic improvement proposal was received from ABT for \$26,600.

### New Business

- a. Approval of an Ordinance 23-04-04 Authoring the Sale of Surplus Personal Property Owned by the Village of Riverwoods (Waive First Reading, Second Reading and Approval)

Trustee Jamerson moved to waive the First Reading of the Ordinance. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote.

Trustee Jamerson moved for Second Reading and adoption of the Ordinance. Trustee Haber seconded the motion. Trustee Hollander suggested giving Village residents the option to purchase surplus property before going out to bid. Mr. Huvad explained the Village is trying to sell the property through a competitive process. If the process is opened up to residents, there may only be one bidder. The motion passed by the following vote:

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

NAYS: None (0)

- b. Approval of Ordinance 23-04-05 amending Ordinance No. 21-09-19 to revise the amount to be levied to pay interest and principal on \$342,000 Special Service Area No. 35 Special Tax Bonds (Waive First Reading, Second Reading and Approval)

Trustee Haber moved to waive the First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Trustee Haber moved for Second Reading and adoption of the Ordinance. Trustee Jamerson seconded the motion. Mr. Huvard explained the Village sometimes has unspent bond proceeds due to contingencies. This will correct the levy going forward. The motion passed by the following vote:

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

NAYS: None (0)

- c. Approval of Recruitment Services under a Current Agreement with WRB Management Services, LLC

Mayor Ford explained the compensation and benefits committee met to discuss staffing priorities and determined both a Finance Director and Director of Community Services should be recruited for concurrently.

Management Consultant Bill Balling explained the Finance Director and Director of Community Services will be full-time positions. As there will be two concurrent recruitments, Mr. Balling will bring in an associate consultant for assistance. He believes this will be a 4–6-month process.

Trustee Clayton moved to approve recruitment services under the current agreement with WRB Management Services LLC. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- d. Approval of Resolution 23-04-01 Naming the Sheila Hollander Memorial Community Garden

Mayor Ford read the Resolution dedicating the community garden as the Sheila Hollander Memorial Community Garden.

Trustee Clayton moved to adopt the Resolution. Trustee Eastmond seconded the motion. The motion passed unanimously on a voice vote.

### Old Business

There was no Old Business.

### Visitors wishing to address the Board

Mayor Ford read a letter from Barbara Raff, Thorngate HOA president, about allowing the Thorngate common areas to be eligible for participation in the Village's cost share programs.

### Standing Committee Reports

Building and Storm Water – Trustee Jamerson reported the building report is in the packet.

Woodlands and Ecology – Trustee Eastmond questioned what the best practice is for allowing HOA participation in the Cost Share Programs.

Land Use and Roads – Trustee Hollander noted the Village of Deerfield’s print newsletter had an excellent article on what to expect during the widening of Deerfield Road project.

Trustee Hollander reminded residents with wells that the water is not fluorinated and they may wish to inform their dentists.

Finance and Economic Development – Trustee Clayton reported the audit field work has been completed. The finance department is also analyzing the impact of the June 2023 Village of Northbrook water rate increase.

Adjournment

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

The meeting was adjourned at 8:27 pm

The next regular meeting of the Board of Trustees will take place on April 18, 2023 at 7:30 pm.

Respectfully submitted,

Katie Bowne  
Deputy Village Clerk

Transcribed by:  
Jeri Cotton

