

Village of Riverwoods
Board of Trustees Meeting
August 15, 2023

APPROVED

Present:

Kris Ford, Mayor
Michael Clayton
Liliya Dikin
Andrew Eastmond
Henry Hollander
Rick Jamerson
Jeff Smith

Also Present:

Bruce Huvard, Village Attorney
Bruce Dayno, Police Chief
Carissa Smith, Village Engineer
Russ Kraly, Director of Community Services
Katie Bowne, Village Clerk
Bill Balling, Interim Finance Director

The meeting was called to order at 7:30 pm.

Michael Johnson was sworn in as a full-time officer and welcomed by the Mayor and Board of Trustees.

Document Approval

Trustee Jamerson moved to approve the minutes of the August 1, 2023 meeting. Trustee Clayton seconded the motion. The motion passed on a voice vote with Trustee Jamerson abstaining.

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, Hollander, Jamerson, Smith (6)

NAYS: None (0)

Treasurer and Finance Committee Report

Trustee Clayton reported on second quarter revenues and expenditures.

Director of Community Services Report

Mr. Kraly reviewed the construction plans for Baby Vegas and noted they should be open in 6-8 weeks. The Brunch Factory would like to have gaming in the back of their restaurant. Dimitris Bouhoutsos, The Brunch Factory owner, has indicated he intends to present a gaming proposal to the Board.

Village Attorney's Report

Mr. Huvad has an upcoming meeting with representatives of the Lake County Division of Transportation to discuss the required Village expenditure with regard to the widening of Deerfield Rd. The County is also looking to obtain some Village owned strips of land for the project.

Engineer's Report

Ms. Smith said Chicagoland Paving will begin the road program after Labor Day. Play area construction has been delayed until September. The Flatwoods Heritage Center handicap parking spaces have been restriped. Trustee Jamerson requested the overnight parking sign at Portwine and Lake Cook be replaced because it is faded and barely readable.

Ecologist's Report

No report.

Plan Commission Report

Ch. Breitkopf reported the Plan Commission met on Thursday, 8/3/23. The Plan Commission recommended approval of the 1400 Saunders Rd. subdivision by a vote of 4-2. Possible land uses for the Wolters Kluwer site were also discussed. The next meeting will be on September 7.

ZBA Report

No report.

Police Report

Police activity is in the packet. Chief Dayno reported on a recent burglary at the Mobil Station. The suspect has been identified and there is a warrant out for his arrest. Chief Dayno also spoke about 9-1-1 calls and Next Generation technology. Our Deerfield dispatch center is currently using the same technology as Next Generation for cellular call identification but it is through a third party. They are scheduled to go live with Next Generation technology before the end of the year.

Fire Protection Report

No report.

Information Items from the President

President Ford attended the 8/14/23 South Lake Mosquito Abatement (SLMAD) meeting held at the Deerfield Village Hall. The next meeting will be on 9/11/23 and Trustee Eastmond is scheduled to attend. The IML conference is coming up on September 21-23.

New Business

- a. Approval of an Ordinance Amending the Riverwoods Village Fee Schedule Concerning Water User Charges and Access to Fire Hydrants

Trustee Clayton gave some background on the reasons for the Ordinance amendment. As of 6/1/23, a 2.8% water rate increase was received from the Village of Northbrook. Additionally, more capital is needed to replace mains that are over 60 years old or are mandated for replacement. Investment in the water system infrastructure will also help reduce non-revenue water loss to the DNR's recommended level of 10% or lower.

Trustee Jamerson moved to waive first reading. Trustee Hollander seconded the motion. Motion to waive first reading passed unanimously on a voice vote.

Trustee Jamerson moved to approve Ordinance 23-08-13-Amending the Riverwoods Village Fee Schedule Concerning Water User Charges and Access to Fire Hydrants. Trustee Clayton seconded the motion.

The motion passed by the following vote:

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

NAYS: None (0)

b. Approval of an Ordinance Establishing a Finance Department

Trustee Clayton moved to waive first reading. Trustee Jamerson seconded the motion. The motion to waive first reading passed unanimously on a voice vote. Trustee Clayton moved to approve Ordinance 23-08-11- Establishing a Finance Department. Trustee Jamerson seconded the motion.

The motion passed by the following vote:

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

NAYS: None (0)

c. Approval of the Appointment of the Finance Director

Bill Balling recommended the approval of Anthony Vasquez as the Finance Director. Trustee Hollander moved to approve the appointment. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

d. Approval of an Ordinance Adopting by Reference The Lake County Watershed Development Ordinance as Last Amended

Trustee Jamerson moved to waive first reading. Trustee Hollander seconded the motion. The motion to waive first reading passed unanimously on a voice vote. Trustee Jamerson moved to approve Ordinance 23-08-12 -Adopting by Reference The Lake County Watershed Development Ordinance as last Amended. Trustee Clayton seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

e. Approval of a Resolution Adopting the 2022 Lake County All-Natural Hazards Mitigation Plan

Trustee Hollander moved to approve Resolution 23-08-02-Adopting the 2022 Lake County All-Natural Hazards Mitigation Plan. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

f. Approval of Release of Subdivision Bond in the amount of \$100,000 provided by Thorntons. Mr. Huvard requested that action be deferred on this item.

Old Business

- a. Approval of a Proposal from Pinestone Lawn and Snow for Landscape Improvement for the Play Area in the amount of \$19,700

Mayor Ford walked the tree removal and pruning area with Village Engineer Carissa Smith and Village Forester Kirsten Stewart. Only 5 dead trees need to be removed. Mayor Ford requested approval of a removal and pruning budget not to exceed \$10,000. Trustee Jamerson moved to approve a tree removal and pruning budget not to exceed \$10,000. Trustee Hollander seconded the motion.

The motion passed by the following vote:

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

NAYS: None (0)

Visitors wishing to address the Board

There were no visitors wishing to address the Board.

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 8:44 pm. The next regular meeting of the Board of Trustees will take place on at September 5, 2023 at 7:30 pm.

Respectfully submitted,

Katie Bowne
Village Clerk

Attachments:

Water Rate Information, Second Quarter Financial Statements, Police Activity

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF RIVERWOODS
As of 06/30/2023

	Month Activity			YTD Activity		Annual	% Bdg't Used
	06/30/2022	06/30/2021	Budget 6/30/2023	06/30/2022	06/30/2023	Budget 2023	
Fund: 001 GENERAL							
Account Category Revenues							
Total Dept 101 - ADMINISTRATION	173,236	201,858	213,396	1,230,484	1,422,304	2,560,750	55.54
Total Dept 102 - BUILDING DEPARTMENT	14,114	32,575	23,542	154,581	159,373	282,500	56.42
Total Dept 104 - ROAD & BRIDGE & STORM WATER	9,628	10,413	2,000	12,950	11,731	24,000	48.88
Total Dept 106 - WOODLAND MANAGEMENT	475	940	917	3,430	3,699	11,000	33.62
Total Dept 110 - POLICE	411,382	319,149	110,663	6,247,671	6,677,509	13,217,952	50.49
Revenues	608,835	764,945	350,517	2,076,212	2,764,516	4,700,202	53.91
Account Category Expenditures							
Total Dept 101 - ADMINISTRATION	78,428	136,223	104,276	563,767	676,356	1,251,314	54.05
Total Dept 102 - BUILDING DEPARTMENT	41,830	29,793	38,685	158,282	163,551	464,223	35.23
Total Dept 104 - ROAD & BRIDGE & STORM WATER	10,493	2,394	7,083	79,632	15,449	85,000	18.18
Total Dept 105 - DRAINAGE	-	-	208	-	-	2,500	0.00
Total Dept 106 - WOODLAND MANAGEMENT	18,049	9,207	6,596	56,872	30,368	79,150	38.37
Total Dept 110 - POLICE	199,288	162,789	203,847	1,065,573	1,036,554	2,446,165	42.36
Expenditures	348,088	340,406	360,696	1,924,127	1,921,878	4,328,352	44.40
OPERATING NET INCOME (REVENUE)	260,747	424,539	(10,679)	152,086	342,638	(128,150)	
TRANSFERS	-	-	166,667	3,000,000	-	2,000,000	
NET OF REVENUES & EXPENDITURES	260,747	424,539	(10,679)	152,086	342,638	(128,150)	
Fund: 104 MFT							
Revenues	12,366	13,712	16,992	111,958	78,027	203,901	38.27
Expenditures	-	-	13,667	113,578	62,242	140,000	44.46
NET OF REVENUES & EXPENDITURES	12,366	13,712	3,325	(1,620)	15,785	63,901	
Fund: 501 CONSOLIDATED WATER FUND							
Account Category Revenues							
Revenues	91,928	140,887	94,293	455,441	365,156	1,131,500	32.27
Expenditures	33,466	139,314	174,957	437,464	707,789	2,099,480	39.71
NET OF REVENUES & EXPENDITURES	58,462	1,573	(80,664)	17,977			
Fund: 502 SEWER FUND							
Revenues	32,840	34,295	38,979	260,857	261,490	467,750	55.90
Expenditures	47,071	48,033	43,480	139,124	92,782	521,765	17.78
NET OF REVENUES & EXPENDITURES	(14,231)	(13,738)	(4,501)	121,733	168,708	(54,015)	
Fund: 505 CAPITAL PROJECT FUND							
Revenues	-	-	-	3,000,000	-	-	
Expenditures	-	150,125	83,417	3,000,000	265,979	1,001,000	26.57
NET OF REVENUES & EXPENDITURES	-	(150,125)	(83,417)	(265,979)	(265,979)	(1,001,000)	

ACCOUNT BALANCE HISTORY REPORT FOR VILLAGE OF RIVERWOODS

GL #	Description	BALANCE AS OF		BALANCE
		06/30/2023	06/30/2022	AS OF 06/30/2022
Fund: 001 GENERAL		\$	5,094,428.21	\$ 3,866,321.00
Fund: 104 MFT		\$	988,278.17	\$ 913,845.11
Fund: 501 CONSOLIDATED WATER FUND		\$	1,724,699.48	\$ 2,157,707.41
Fund: 502 SEWER FUND		\$	2,415,751.97	\$ 2,027,467.03
Fund: 503 MILWAUKEE/DEERFIELD TIF		\$	167,865.34	\$ 1,423,386.80
Fund: 504 TIF # 2 - FEDERAL LIFE		\$	(129,753.45)	\$ (12,426.45)
Fund: 505 CAPITAL PROJECT FUND		\$	4,463,592.01	\$ 4,386,371.03
		\$	14,724,861.73	\$ 14,762,671.93

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF RIVERWOODS

Balance As of 06/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 06/30/2023	Activity For 06/30/2023	Available Balance 06/30/2023	% Bdgt Used
Fund: 505 CAPITAL PROJECT FUND						
Account Category: Expenditures						
Department: 000						
505-000-50320	ENGINEER EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
505-000-80300	ROAD PROGRAM	0.00	330.00	0.00	(330.00)	100.00
505-000-90520	CONTINGENCY	1,000,000.00	265,648.50	150,124.50	734,351.50	26.56
Total Dept 000		1,001,000.00	265,978.50	150,124.50	735,021.50	26.57
Expenditures		1,001,000.00	265,978.50	150,124.50	735,021.50	26.57
Fund 505 - CAPITAL PROJECT FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		1,001,000.00	265,978.50	150,124.50	735,021.50	
NET OF REVENUES & EXPENDITURES:		(1,001,000.00)	(265,978.50)	(150,124.50)	(735,021.50)	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF RIVERWOODS

Balance As of 06/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 06/30/2023	Activity For 06/30/2023	Available Balance 06/30/2023	% Bdgt Used
Fund: 104 MFT						
Account Category: Revenues						
Department: 000						
104-000-30080	MOTOR FUEL TAX REVENUE	91,000.00	41,587.63	7,291.78	49,412.37	45.70
104-000-30085	TRANSPORTATION RENEWAL REVENUS	72,000.00	0.00	0.00	72,000.00	0.00
104-000-30090	MOTOR FUEL TAX REVENUE - REBUILD	40,201.00	36,147.27	6,396.17	4,053.73	89.92
104-000-30800	INTEREST REVENUE	700.00	292.21	23.84	407.79	41.74
	Total Dept 000	203,901.00	78,027.11	13,711.79	125,873.89	38.27
	Revenues	203,901.00	78,027.11	13,711.79	125,873.89	38.27
Account Category: Expenditures						
Department: 000						
104-000-50180	SNOW REMOVAL	140,000.00	62,242.00	0.00	77,758.00	44.46
	Total Dept 000	140,000.00	62,242.00	0.00	77,758.00	44.46
	Expenditures	140,000.00	62,242.00	0.00	77,758.00	44.46
Fund 104 - MFT:						
	TOTAL REVENUES	203,901.00	78,027.11	13,711.79	125,873.89	
	TOTAL EXPENDITURES	140,000.00	62,242.00	0.00	77,758.00	
	NET OF REVENUES & EXPENDITURES:	63,901.00	15,785.11	13,711.79	48,115.89	

Municipal Water Rate Discussion

DRAFT

➤ Considerations:

- ❖ Northbrook rate increase of 2.8% effective 6/1/23
- ❖ Water Main Maintenance/Installation
 - Water main installation costs have increased 120%
 - Replacement of mains over 60 years old or asbestos mandated replacement
 - Consideration of main extension/expansion
- ❖ Investment needed to reduce non-revenue water loss
 - Currently above Illinois DNR standard (10%)
 - Helps the Water Fund since more revenue is collected for the same water use
- ❖ Future Planning
 - Consideration of a fire protection fee for residents with main access who haven't connected

➤ Status:

- ❖ 810 residential customers
- ❖ Water Fund started 2023 with a cash and investments balance of \$1,990,083 and has a balance of \$1,724,699 as of June 30th
- ❖ Current water rates are “middle of the pack” compared to others of our approximate size in the area

➤ Recommendation

- ❖ Increase residential water rate 10% effective October 1,2023

Illustrative Five Year Outlook

- Assumes a 10% rate increase effective 10/1/23
- Maintenance, operating, and capital estimates from GHA
- 2023 rehab and modernization capital includes Saunders Rd.
- Future rehab and modernization capital pegged at \$750,000 every two years
- 10% increase translates to approximately a \$106 per year increase for an average household

WATER FUND BALANCE					
Variable Investment	2023	2024	2025	2026	2027
<u>2024 10% rate increase</u>					
Starting balance	\$1,990,083	\$1,033,257	\$738,775	\$274,600	\$38,085
Revenues and Interest Allocation	\$1,159,787	\$1,220,454	\$1,220,454	\$1,220,454	\$1,220,454
Expenses	\$1,117,813	\$1,119,636	\$1,142,029	\$1,164,869	\$1,188,166
Income/Deficit	\$41,974	\$100,818	\$78,425	\$55,585	\$32,288
Rehab and Modernization	\$850,000	\$250,000	\$450,000	\$250,000	\$450,000
Reservoir Rehab and Capital	\$148,800	\$145,300	\$92,600	\$42,100	\$59,300
Ending balance	\$1,033,257	\$738,775	\$274,600	\$38,085	(\$438,927)

2027 ending balance for some other scenarios run:

- No change: (\$794,743)
- 2024 5% increase: (\$690,735)
- 2024 15% increase (\$192,595)
- 5% per year increase (\$534,723)

Background Information

- 901 metered customers
- Latest water use State report (10/20/21-9/20/22): 136,852,000 gallons
- New Northbrook rate \$5.54 per 1000 gallons up from \$5.29 adding \$34.2K annual cost
- Northbrook rate is their own resident retail rate less 10%
- Riverwoods current retail rate: \$8.97 per 1000 gallons which must cover operating costs and water system capital and maintenance costs
- Summer month usage is two to three times higher than other months
- Assumptions for average household increase on page 2:
 - 3.5 persons per home
 - 100 gallons per capita per day use
 - Turf area 5,000 square feet
 - Zone irrigation, 8 stations, 15 minutes per station, 8 days per month



Riverwoods Police Incident Analysis Report

Summary by Incident Type

8/15/2023

Activity Through August 10th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	46	57
50 PD (7572) (Crash Property Damage)	58	45
50 PI (7571) (Crash Personal Injury)	14	9
50 Priv Prop (7573) (Crash Private Property)	5	3
911 Hang up (7911)	3	11
Ambulance (7021)	217	158
Animal Problem (7245)	28	46
AOA (7001)	108	168
Armed Robbery (0310)	-	-
Assault (0500)	1	1
Attempt Suicide (7221)	-	1
Battery - Simple (0460)	1	2
Battery (0400)	1	2
Burg - From Motor Veh (0760)	-	2
Burglar Alarm (7082)	170	136
Burglary - Residential (0625)	3	2
Burglary (0600)	2	1
Cell 911 (7912)	-	1
Child Seat Inspect (7042)	3	4
Construction Comp (7078)	1	-
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	1	2
Crim Damage to Prop (1310)	6	1
Crim Sexual Assault (1563)	-	-
Crim Trespass to Land (1330)	2	-
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	1	2
Deceptive Practice (1110)	6	4
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	14	11
DUI (2410)	28	34
Fingerprinting (7039)	7	3
Fire Alarm (0733)	31	22
Fire Call (7024)	30	16
Fireworks Complaints (3001)	5	6
Forgery (1120)	-	-
Found Animal (7246)	4	6
Found Prop. (7156)	3	1
Harassment by Telephone (2825)	1	1
Hold Up Alarm (7083)	15	8
Identity Theft (7198)	11	8
Lock out - Vehicle (7051)	10	11
Lost / Mislaid Prop (7144)	2	8
Missing Person (7178)	1	2
Noise Comp (7078)	17	21
Notification (7049)	9	10
Other Comp (7079)	49	43
Other Investigation (7199)	20	20

Incident Type	2023 YTD	This Time 2022 YTD
Other Trouble (7139)	5	3
Parking Complaint (7522)	10	6
Premise Exam (7041)	944	861
Public Service (7040)	43	28
Roadway Debris (7250)	18	10
Solicitor (7063)	12	2
Suicide (7211)	-	-
Suspicious Auto (7123)	35	40
Suspicious Person (7123)	21	22
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	2
Theft of Motor Veh (0910)	2	-
Theft Over \$500 (0815)	3	-
Theft Under \$500 (0825)	2	3
Traffic Complaint (7521)	36	34
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	14	11
Well Being Check (7045)	39	25
Total:	2119	1937
Crime Prevention Notices	365	351
Case Reports	119	136
Traffic Stops	987	1241
Number of Citations issued	393	493
Number of Persons Issued Citations	253	346

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