

Village of Riverwoods
Board of Trustees Meeting
October 17, 2023

APPROVED

Present:

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

Absent:

Jeff Smith

Also Present:

Bruce Huvad, Village Attorney
Sgt. William Kirby, Riverwoods Police Department
Stephen Witt, Director of Community Services
Carissa Smith, Village Engineer
Tony Vasquez, Finance Director
Vivian Hofeld, Deputy Village Clerk

The meeting was called to order at 7:30 pm

Swearing in of New Police Officer

Sgt. Kirby introduced Officer Kolek who has 27 years of prior experience. He served as a commander in his past department. Deputy Village Clerk Vivian Kolek swore in Andy Kolek as the new police officer in the Village of Riverwoods.

Thank you

Mayor Ford reported this is former Director of Community Services Russ Kraly last meeting. Mr. Kraly retired once from the Village of Riverwoods and has stayed on when we needed him. Mr. Kraly is also the mayor in his community. He will be missed. Mr. Kraly has been with Riverwoods for 23 years. He thanked the Village and Mayor Ford for everything.

Document Approval

Trustee Jamerson moved to approve the minutes of the September 19, 2023 Board of Trustees meeting. Trustee Clayton seconded the motion. The motion passed unanimously on a voice vote with Trustee Dikin abstaining.

Treasurer's and Finance Committee Report

Trustee Jamerson moved to approve the bills. Trustee Clayton seconded the motion. There were some questions by the Trustees. The motion passed by the following vote:

AYES: Clayton, Dikin, Hollander, Jamerson (4)

NAYS: None (0)

Trustee Clayton presented the third quarter financial reports. He discussed the revenue and expense report. The building department is running ahead of budget in revenue. The police department revenue is trending higher than budget. The expenditures show a significant increase in the administration department due to software, hardware and consulting expenses. All other expenses are trending well. The sewer fund expenditures have been behind budget, but Trustee Clayton believes it is due to timing.

Director of Community Services Report

Mr. Witt is trying to absorb the history of the village, including evaluating internal processes, and working with landscapers and contractors. Mr. Witt is looking at how things are functioning, and as needed improving the processes. Mr. Witt noted the level of activity in the play area over the past two weeks.

Engineer's Report

Ms. Smith reported the play area now has structures in place. The rubberized surface will hopefully be installed next week.

Ms. Smith received a call because JULIE missed the water main location by 8 feet and the water main was hit. Boil alerts were issued. Fire hydrant painting will be wrapping up shortly. Trustee Jamerson noted JULIE has requested changes from Springfield on how they do their locates. Trustee Clayton looked at the play area and believes the Board should consider a fence to keep kids from running onto Portwine.

Plan Commission Report

Plan Commission Chairperson Laurie Breitkopf reported the Plan Commission met on October 5, 2023 and held a hearing on a Special Use to consider video gaming in Colonial Court. The Plan Commission voted 3-1 with some conditions. The Plan Commission also held a workshop meeting to consider land use. The Plan Commission will meet on November 2, 2023.

ZBA Report

Zoning Board of Appeals Chairperson Sherry Graditor reported the ZBA has not met.

Police Report

The police activity is attached to the end of the minutes. Sgt. Kirby reported the department has received calls about the situation in Israel and Palestine and has been working with local, State and

Federal partners. Currently, there are no credible threats. The department is monitoring events. Sgt. Kirby noted this time of year sees an uptick in fraud.

Information Items from the President

Status of Organizational Structure

Mayor Ford noted there have been changes in personnel. We are moving forward and have a great team in place. The Village is very fortunate to find both a Finance Director and Community Services Director. Administrative operations determined the strictly administrative assistant position was unnecessary, but a part-time Village Clerk is needed.

New Business

Approval of the Property and Liability Insurance Renewal Proposal

Cathy Easley, First Vice President with Alliant Insurance Services, Inc. presented the insurance renewal proposal. The insurance market is still difficult, especially in the public entity space. Starting the renewal process early provided the opportunity for an early renewal. Ms. Easley noted the proposed renewal premium includes a 7 percent increase. The estimate was initially a 10 percent increase. They received multiple options for cyber security and suggested going with the current carrier at a lower premium.

Trustee Clayton asked about the workman's comp, because there are two different amounts. Ms. Easley noted the overall rate has gone down from the past year. Trustee Clayton asked about the increase in the police department overall liability. Ms. Easley explained it is a function of the global insurance market. Mayor Ford thanked Ms. Easley for her prompt service. The estimate was initially a 10 percent increase.

Trustee Clayton moved to approve the property and liability insurance renewal proposal as presented. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Hollander, Jamerson (4)

NAYS: None (0)

Approval of Ordinance O-23-10-14 amending the Village Code concerning soliciting in the Village

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

Trustee Jamerson moved for Second Reading and adoption of the Ordinance amending the Village Code concerning soliciting in the Village. Trustee Clayton seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Hollander, Jamerson (4)

NAYS: None (0)

Approval of Resolution R-23-10-05 appointing the authorized agent to the IMRF

Trustee Jamerson moved to appoint Anthony (Tony) Vasquez as the authorized agent to the IMRF. Trustee Dikin seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Hollander, Jamerson (4)

NAYS: None (0)

Old Business

Approval of a request for a donation to the Deerfield Parents Network

Debra Steinberg, Treasurer of Deerfield Parent Network, a 501(c)(3) organization that puts on programs for parents during the year, was present. She asked the Village to continue their generous support to help fund their free programs. Ms. Steinberg noted they run solely on donations. For example, tonight, there is a program at Deerfield High School explaining what parents need to know when their child turns 18. Trustee Clayton asked if this is the same as the after prom. Ms. Steinberg explained that is a different part of the Deerfield Parent Network. He noted the total contribution from communities is about \$3250 and Riverwoods contributes \$1000 of that. Ms. Steinberg reported Deerfield donates \$1000 and Bannockburn donates as well.

Trustee Jamerson moved to approve the request for a \$1000 donation to the Deerfield Parents Network. Trustee Clayton seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Hollander, Jamerson (4)

NAYS: None (0)

Visitors wishing to address the Board

Barbara Raff thanked the Village for the new hydrants and roads. Ms. Raff asked if Thorngate could be part of the buckthorn remediation program.

Summer Zong and Herbert Wu asked about the minimum stay for short-term rentals, which is currently 28 days. She asked what triggered the regulation. Ms. Zong purchased their home on two-acres, six years ago but do not use their entire home. They started with Air BnB in 2020 before the pandemic. The 28-day restriction is very difficult. Mr. Huvad explained the Village had some complaints and the Plan Commission discussed the regulations. After discussion, Mr. Huvad suggested making a request to the Board with the minimum changes that are being requested.

Steven Fisher is a 30-year resident. Mr. Fisher does not believe limiting short-term rentals to a minimum of 28 days is appropriate.

Standing Committee Reports

Finance/Economic Development – Trustee Clayton is working on the 5-year projections as a foundation for the police tax, capital projects and budget. Trustee Clayton asked for additional ideas to determine the capital budget.

Communications – Trustee Dikin reported the Village website has a statement on the Hamas attack on Israel. There are resources in the article that are important. The Village website will have a dedicated page for resources. The existing content will be categorized for residents to search for information. Trustee Dikin hopes to have this complete by the end of the year.

Woodlands/Ecological/Legal – Mayor Ford noted there was some rumbling about the mosquito abatement district dissolving. Mayor Ford and Trustee Eastmond are trying to get more information and will make it known that Riverwoods is interested in keeping the district.

Land Use and Roads – Trustee Hollander met with Lake County twice in the past two weeks about Deerfield Road. They will keep the retention pond and availability of an access road even though the Federal Life property will not be developed at this time. Trustee Hollander received information about the sound wall. The number of trees being removed have been reduced from 1000 to 600. Trustee Hollander noted the Village needs to budget for an estimate on landscaping Deerfield Road. Trustee Jamerson asked about the sidewalk from Meadowlake to Colonial Court. The Village will be responsible for 4 percent of the cost plus maintenance.

Building and Storm Water/Utilities – Trustee Jamerson reported the building department is very busy with re-roofing projects. There is more than \$4 million in construction costs for the month of September which is 2.5 times last year. There was one new residential permit. There will be a stormwater report in November.

Adjournment

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

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The meeting was adjourned at 8:49 pm

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

Respectfully submitted,

Vivian Hofeld
Deputy Village Clerk

Transcribed by:
Jeri Cotton

Attachment:
Police Report

Building Report



Riverwoods Police Incident Analysis Report

Summary by Incident Type

10/17/2023

Activity Through October 12th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	63	66
50 PD (7572) (Crash Property Damage)	77	58
50 PI (7571) (Crash Personal Injury)	16	10
50 Priv Prop (7573) (Crash Private Property)	6	6
911 Hang up (7911)	9	12
Ambulance (7021)	296	218
Animal Problem (7245)	32	53
AOA (7001)	129	198
Armed Robbery (0310)	-	-
Assault (0500)	1	1
Attempt Suicide (7221)	1	1
Battery - Simple (0460)	1	2
Battery (0400)	2	3
Burg - From Motor Veh (0760)	-	2
Burglar Alarm (7082)	205	174
Burglary - Residential (0625)	3	4
Burglary (0600)	2	2
Cell 911 (7912)	-	1
Child Seat Inspect (7042)	5	6
Construction Comp (7078)	2	-
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	1	2
Crim Damage to Prop (1310)	6	2
Crim Sexual Assault (1563)	1	-
Crim Trespass to Land (1330)	3	-
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	1	3
Deceptive Practice (1110)	6	5
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	18	14
DUI (2410)	36	37
Fingerprinting (7039)	8	8
Fire Alarm (0733)	40	31
Fire Call (7024)	40	21
Fireworks Complaints (3001)	6	8
Forgery (1120)	-	-
Found Animal (7246)	8	7
Found Prop. (7156)	6	2
Harassment by Telephone (2825)	1	1
Hold Up Alarm (7083)	15	12
Identity Theft (7198)	12	12
Lock out - Vehicle (7051)	17	16
Lost / Mislaid Prop (7144)	2	8
Missing Person (7178)	1	2
Noise Comp (7078)	20	24
Notification (7049)	12	15
Other Comp (7079)	62	55
Other Investigation (7199)	33	24

Incident Type	2023 YTD	This Time 2022 YTD
Other Trouble (7139)	5	4
Parking Complaint (7522)	15	16
Premise Exam (7041)	1133	1031
Public Service (7040)	49	43
Roadway Debris (7250)	23	14
Solicitor (7063)	15	7
Suicide (7211)	-	-
Suspicious Auto (7123)	49	47
Suspicious Person (7123)	27	29
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	2
Theft of Motor Veh (0910)	2	1
Theft Over \$500 (0815)	5	1
Theft Under \$500 (0825)	4	4
Traffic Complaint (7521)	42	46
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	16	13
Well Being Check (7045)	51	35
Total:	2642	2420
Crime Prevention Notices	456	447
Case Reports	155	171
Traffic Stops	1221	1540
Number of Citations issued	513	587
Number of Persons Issued Citations	329	415

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

**Village of Riverwoods
Building Permits Issued
For Date From 09/01/23 to 09/30/23**

<u>Issued</u>	<u>Permit Number</u>	<u>Address</u>	<u>Type</u>	<u>Value</u>	<u>Permit Fee</u>	<u>Plan Review</u>	<u>Inspection</u>	<u>Other Fee</u>	<u>Total Fee</u>
9/1/2023	PB12234	1629 E COURSE DR	Garage	30,500.00					
9/1/2023	PB12495	2645 CRESTWOOD LN	Reroof	39,539.00					
9/1/2023	PB12497	564 CYPRESS POINT COURT	Water and Sewer Repair	4,639.00					
9/5/2023	PB12464	650 TIMBER TRL	Reroof	87,233.64					
9/5/2023	PB12496	30 CHICORY LANE	Driveway & Walkway	31,400.00					
9/5/2023	PB12498	1516 E COURSE DR	Reroof	29,179.93					
9/5/2023	PB12499	2440 FOREST GLEN TRL	Reroof	35,000.00					
9/5/2023	PB12501	1370 KENILWOOD LN	Reroof	55,094.25					
9/5/2023	PB12502	2833 HOFFMAN LANE	Reroof	55,440.95					
9/5/2023	PB12503	544 CYPRESS POINT CT.	Reroof	31,017.99					
9/5/2023	PB12504	1743 CLENDENIN LN	Reroof	20,000.00					
9/5/2023	PB12505	1350 WOODLAND LN	Reroof	42,686.77					
9/5/2023	PB12508	2220 BRAE BURR DR	Fence	12,284.00					
9/6/2023	PB12435	1082 OAKHURST LN	Res New Construction	1,300,000.00					
9/6/2023	PB12465	716 RINGLAND RD	Reroof	45,000.00					
9/6/2023	PB12506	645 JUNE BERRY RD	Reroof	45,755.16					
9/7/2023	PB12480	1375 WOODLAND LN	Reroof	36,500.00					
9/7/2023	PB12510	1761 CLENDENIN LANE	Reroof	63,200.00					
9/7/2023	PB12511	724 INTERLOCHEN CT	Reroof	34,367.00					
9/12/2023	PB12485	1100 WHIGAM RD	Walkway	5,350.00					
9/12/2023	PB12512	2830 HOFFMAN LN	Reroof	39,192.00					
9/13/2023	PB12514	145 PINE TREE LN	Reroof	28,940.00					
9/13/2023	PB12519	354 SHADOW CREEK LN	Reroof	23,566.00					
9/14/2023	PB12500	2409 MASTERS LANE	Reroof	29,827.30					
9/14/2023	PB12507	2320 RIVERWOODS RD	Reroof	137,700.00					
9/14/2023	PB12513	115 PINE TREE LANE	Reroof	19,322.00					
9/14/2023	PB12515	1417 SHAWNEE TRAIL	Reroof	37,000.00					
9/14/2023	PB12518	2765 FOREST GLEN TRAIL	Shed	10,000.00					
9/14/2023	PB12521	2500 W COURSE DRIVE	Reroof	46,893.43					
9/14/2023	PB12523	410 THORNMEADOW RD	Patio	13,430.00					
9/14/2023	PB12524	2 JULIE LN	Shed	7,500.00					
9/14/2023	PB12526	2267 W COURSE DR	Reroof	49,530.00					
9/15/2023	PB12516	712 RINGLAND ROAD	Reroof	20,000.00					
9/15/2023	PB12517	3 JASMINE DR	Reroof	36,000.00					
9/15/2023	PB12527	2560 RIVERWOODS RD	Driveway	7,500.00					
9/18/2023	PB12525	2700 SUNSET TR	Electrical	15,000.00					
9/18/2023	PB12529	413 CASTLE PINES LN	Water	48,200.00					
9/19/2023	PB12522	761 LINKS CT	Reroof	10,000.00					
9/19/2023	PB12530	2223 W COURSE DRIVE	Driveway	46,000.00					
9/19/2023	PB12531	2355 W COURSE DR	Reroof	77,999.66					

9/19/2023	PB12532	2950 RIVERWOODS RD	Reroof	52,569.63						
9/20/2023	PB12528	1190 WHIGAM RD	Res Remodel	60,000.00						
9/20/2023	PB12533	2639 FOREST GLEN TRL	Driveway	13,800.00						
9/20/2023	PB12536	2440 WEST COURSE DRIVE	Reroof	26,480.00						
9/20/2023	PB12538	2460 FOREST GLEN TRL	Reroof	34,359.27						
9/20/2023	PB12540	1835 ROBINWOOD LANE	Driveway	59,428.00						
9/21/2023	PB12534	2890 DUFFY LN	Deck	7,000.00						
9/21/2023	PB12543	1040 PORTWINE ROAD	Reroof	42,425.00						
9/21/2023	PB12544	3 COLUMBINE LN	Reroof	29,645.72						
9/21/2023	PB12545	1575 CLENDENIN LANE	Reroof	96,851.00						
9/21/2023	PB12546	3 JULIE LANE	Reroof	81,681.40						
9/22/2023	PB12547	1766 SAUNDERS RD	Reroof	140,091.45						
9/22/2023	PB12548	2458 W COURSE DR	Reroof	52,509.38						
9/22/2023	PB12549	2941 ORANGE BRACE RD	Reroof	91,000.00						
9/26/2023	PB12551	1382 BLACKHEATH LN	Reroof	45,940.00						
9/26/2023	PB12552	2000 ROBINWOOD LANE	Reroof	7,000.00						
9/27/2023	PB12553	240 SAUNDERS ROAD	Reroof	18,000.00						
9/28/2023	PB12555	1520 CHIPPEWA PTWA	Reroof	130,061.00						
9/28/2023	PB12557	2521 PALMER COURT	Reroof	68,500.00						
9/28/2023	PB12558	718 LONG COVE CT	Reroof	49,700.00						
9/29/2023	PB12535	556 THORNGATE LANE	Res - Windows/Doors	147,267.86						
9/29/2023	PB12562	2695 DAQUIRI DR	Driveway & Walkway	40,000.00						
9/29/2023	PB12565	1372 KENILWOOD CT	Reroof	32,300.00						
9/29/2023	PB12566	2330 W COURSE DR	Reroof	57,670.00						
9/29/2023	PB12567	3035 BLACKTHORN RD	Res Remodel	100,000.00						
Total Permits				65	\$4,192,067.79	\$47,982.00	\$7,238.00	\$13,200.00	\$0.00	\$67,509.00
Sept, 2022				21	\$1,591,310.00	\$6,080.00	\$4,000.00	\$0.00	\$0.00	\$10,080.00
YTD 2021				265	\$6,472,367.30	\$84,748.01	\$40,880.00	\$0.00	\$0.00	\$125,628.01
YTD 2022				208	\$12,370,787.70	\$140,775.35	\$98,455.00	\$0.00	\$0.00	\$239,230.35
YTD 2023				446	\$18,421,724.73	\$116,210.11	\$47,793.00	\$75,703.75	\$0.00	\$238,795.86
Inspections				160						