

Village of Riverwoods  
Board of Trustees Meeting  
November 7, 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  
Tom Krueger, Fire Chief  
Stephen Witt, Director of Community Services  
Carissa Smith, Village Engineer  
Tony Vasquez, Finance Director

The meeting was called to order at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the October 17, 2023 Board of Trustees meeting. Trustee Eastmond seconded the motion. The motion passed unanimously on a voice vote.

Treasurer's and Finance Committee Report

Trustee Jamerson moved to approve the bills. Trustee Clayton seconded the motion. Mayor Ford received a request to hold the Teska Associates bill. The motion was amended to exclude the Teska bill. The motion as revised was passed by the following vote:

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

NAYS: None (0)

Update on Utility Billing

Mr. Vasquez audited the revenue received by utility billing and found the commercial water bills have been underbilled for some time. The rate has been corrected and the correct rate will be used going forward. He has also been reviewing processes and procedures that have been in place in the Village, memberships and subscriptions, and efficiencies. Trustee Jamerson asked about the magnitude of the shortage. Mr. Vasquez explained the last increase was in April of 2021 and believes the impact was

approximately \$85,000. Mr. Vasquez does not believe the funds can be recovered due to a clerical error on the part of the Village.

#### Director of Community Services Report

Mr. Witt noted the Village is monitoring six home businesses. The car dealership and Air BnB seem to have been resolved. However, a new Air BnB has popped up as well as a medical clinic. A resident is doing personal self-awareness and transformation seminars for up to 40 people in their house. A cease-and-desist letter will be issued tomorrow.

There has been some concern on the traffic flow along Portwine. A warrant study needs to be completed in order to get a 4-way stop sign. The cost will be \$14,700 for the 11 intersections. Mr. Witt asked the Board if they want the study to be completed. There have not been any accidents reported in the past five years. After discussion, there was no interest expressed in moving forward with the study.

#### Engineer's Report

Ms. Smith met with Lake County Public Works on the Saunders Road improvement from West Course to the Baxter property. Construction will start on Monday. The project should end in May 2024.

#### Village Ecologist

Trustee Hollander would like an accounting of the cost share program since the inception of the program.

#### Plan Commission Report

Plan Commission Chairperson Laurie Bretkopf reported the Plan Commission is not meeting in November. The next meeting will be December 13, 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. Chief Dayno noted on November 13 and 14, members of the Illinois Law Enforcement Accreditation program will be in Riverwoods for re-accreditation. It is a voluntary process where agencies evaluate their policies and procedures against 264 standards as it pertains to the administration, operations, policy, and training. The department must present evidence they are complying with their own policies as well as the accreditation standards. Comments from residents are welcome but limited to five minutes and can be made on November 14<sup>th</sup>.

#### Fire Protection District Report

Chief Krueger thanked everyone for their support.

## Information Items from the President

Mayor Ford reported that the new Directors are now in place, and we are seeing a remarkable difference in operations.

### New Business

#### Approval of Contract for Reconfiguration of Certain Village Hall Offices

This item has been delayed.

#### Approval of Snowplowing Contract for 2023/2024 Season

Mr. Witt received three competitive bids but only one contractor has municipal experience. The bids were fairly tight. He recommended entering into a contract with Ender

Trustee Jamerson moved for approval of the snowplowing contract for the 2023/2024 season with the calcium chloride option. Trustee Hollander seconded the motion. After discussion, the motion passed by the following vote:

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

NAYS: None (0)

#### Approval of a Contract with WRB LLC for Development of a Position Description and Recruiting Program for a Village Clerk

Interim Finance Director Balling explained the Village is considering the appointment of a full-time Village Clerk that would pick up additional tasks as well. He proposes a two-phase program including not only defining the tasks and responsibilities of the position, but the reorganization of the public records in Village Hall as well. The program will need to be in place prior to recruitment.

The recruitment will also have two phases. The first is to determine if there is an internal candidate, someone currently on staff. The second is external recruitment through a search process.

Trustee Clayton noted the Compensation and Benefits Committee supports this proposal stating further that there are statutory requirements for a clerk that have not been captured in past job descriptions.

After discussion, Trustee Jamerson moved to approve the contract with WRB LLC for the development of a position description and recruiting program for a Village Clerk. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

#### Approval of a Fence Installation Contract for the Village Hall Play Area

This item has been delayed.

## Approval of Mayor's Appointments to Fill Vacancies on the Plan Commission and Zoning Board of Appeals

Mayor Ford presented Mike Marshall for appointment to the Plan Commission. Mr Marshall currently sits on the ZBA and volunteers in the community. He would resign his position on the ZBA.

Trustee Jamerson moved to appoint Mike Marshall to the Plan Commission. Trustee Smith seconded the motion. The motion passed unanimously on a voice vote.

Jay Datt indicated a need to step aside from the Plan Commission due to personal commitments. Mayor Ford presented Mr Datt for appointment to the ZBA.

Trustee Clayton moved to appoint Jay Datt to the ZBA. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

## Discussion on the Plan Commission's Report Regarding on Ordinance Amending the Special Use for Colonial Court to Allow Video Gaming

Mr. Huvad reported the Plan Commission voted 3-1 to recommend approval of a special use for Colonial Court to allow video gaming subject to two conditions: control of the access to video game terminals by underage patrons; and submitting a plan to provide sufficient parking in keeping with current Ordinance requirements.

Colonial Court was approved with a Special Use Ordinance which has been amended numerous times. This request mirrored the request for a special use to allow video gaming at Shoppes of Riverwoods.

The parking issue was fully discussed noting: the widening of Deerfield Road and the newly identified loss of 25 parking spaces in Colonial Court; the request for connection of the access road to the Federal Life property; and Ordinance requirements for parking considering current and proposed tenants.

Nick Ftikas, attorney for the Brunch Factory, explained the proposal is to use 1000 square feet of the existing Brunch Factory space without increasing the size or capacity of the facility. At that time (Saturday and Sunday), the neighboring properties are not utilizing as much parking. Mr. Ftikas indicated they are working with the neighboring Med Spa property at 1105 Milwaukee to use 18 additional spaces.

Director Witt believes this discussion needs to take the loss of parking on the other properties into account as well. It is a balance between the Ordinance and making the parking functional. Further, he explained the proposed fitness center may have similar peak hours as the Brunch Factory. He suggested both businesses provide their parking studies.

Sam Fakhouri with Gaming Productions asked when the Deerfield Road project will begin. Trustee Hollander explained it would start in Spring 2025. Trustee Jamerson noted the utility construction will likely start in 2024. Mr. Fakhouri suggested that Brunch Factory would lower the capacity of dining room seating to accommodate the addition of the 6 gaming seats if the Village desired.

As part of a project adjacent to Colonial Court, Village asked Teska Associates to look at an access road connecting Colonial Court and offering better access to the center given the Deerfield Road widening. An access road would be expected to improve traffic to the center and therefore the long-term feasibility of the center. The Village has an interest in the success of Colonial Court, and so further asked Teska for ideas to improve parking sufficiency. Trustee Hollander explained the Village does not want a business to fail, and if the parking is insufficient, it is wrong to approve the Special Use.

Trustee Jamerson is concerned about the Plan Commission's comment about putting a barrier up so people can get to the restrooms without entering the gaming area. Trustee Clayton suggested having Director Witt sign off on the changes to the space before the Village signs off on the liquor license. Director Witt explained the current proposed layout is agreeable to him and will be ADA compliant. It meets the Plan Commission's recommendation.

Mayor Ford stated that the parking will be discussed in a focused meeting with the center ownership in order to move the parking issue forward. Trustee Clayton believes the Board should vote on the Special Use subject to the conditions set by the Plan Commission. Trustee Jamerson noted the access road is critical to keep the center afloat.

#### Old Business

There was no Old Business.

#### Visitors wishing to address the Board

Pamela Devaleix requested the direction of the Board regarding Camp Bow Wow (dog daycare, training and boarding) as a Special Use in the Shoppes of Riverwoods. It is a pick-up/drop-off model that would occupy 1/3 of the center (7200 square feet). Ms. Devaleix explained the Shops has a 35 percent vacancy and believes this tenant would benefit the community. She noted this will be strictly an indoor space. Camp Bow Wow is a franchise with 200 locations. They utilize smell neutrality with inground potty systems and work closely with local shelters. Ms. Devaleix believes this is an opportunity to bring more tenants and patrons to the area.

Mr. Huvad explained this is currently not an allowable use at the Shoppes of Riverwoods. It was noted that this use would not be expected to generate tax revenue. There are a lot of services currently in the Shops of Riverwoods that do not generate revenue. Further, the proposed space is currently vacant, and the prior tenant did not generate tax revenue. After discussion, it was the general consensus that this application should go before the Plan Commission.

#### Standing Committee Reports

Woodlands/Ecological/Legal – Trustee Eastmond is working on representation of the Village on the Southwest Mosquito Board. Additionally, he is also working on understanding the effect of HOA participation in the woodlands cost share programs.

Building and Storm Water/Utilities – Trustee Jamerson reported the October permits hit a record and the year-to-date construction value is just over \$21 million which is what was done in the past two years combined.

Community Services – Trustee Smith has held conversations with the RRA regarding communications. There was disappointment voiced that the Village Voice was discontinued. Surrounding Villages put out a monthly pamphlet. Mayor Ford noted the Village Voice was produced by a resident volunteer and electronic communication is the current method being used by publications. Trustee Smith explained they are discussing a more interactive and current Village Voice.

### Adjournment

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

The meeting was adjourned at 9:25 pm

The next regular meeting of the Board of Trustees will take place on November 21, 2023 at 7:30 pm.

Respectfully submitted,

Transcribed by:  
Jeri Cotton

Attachment:  
Police Report  
Building Report



## Riverwoods Police Incident Analysis Report Summary by Incident Type 11/7/2023

Activity Through November 2nd of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	69	67
50 PD (7572) (Crash Property Damage)	83	66
50 PI (7571) (Crash Personal Injury)	16	10
50 Priv Prop (7573) (Crash Private Property)	7	7
911 Hang up (7911)	14	13
Ambulance (7021)	317	244
Animal Problem (7245)	34	61
AQA (7001)	134	209
Armed Robbery (0310)	-	-
Assault (0500)	1	1
Attempt Suicide (7221)	1	1
Battery - Simple (0460)	1	2
Battery (0400)	3	3
Burg - From Motor Veh (0760)	-	2
Burglar Alarm (7082)	215	182
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)	7	2
Crim Sexual Assault (1563)	1	-
Crim Trespass to Land (1330)	4	-
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	1	3
Deceptive Practice (1110)	6	5
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	19	16
DUI (2410)	38	42
Fingerprinting (7039)	8	11
Fire Alarm (0733)	42	33
Fire Call (7024)	44	22
Fireworks Complaints (3001)	6	8
Forgery (1120)	-	-
Found Animal (7246)	9	9
Found Prop. (7156)	6	2
Harassment by Telephone (2825)	4	1
Hold Up Alarm (7083)	15	13
Identity Theft (7198)	12	12
Lock out - Vehicle (7051)	19	16
Lost / Misaid Prop (7144)	2	9
Missing Person (7178)	1	2
Noise Comp (7078)	20	26
Notification (7049)	13	15
Other Comp (7079)	66	60
Other Investigation (7199)	37	28

<b>Incident Type</b>	<b>2023 YTD</b>	<b>This Time 2022 YTD</b>
Other Trouble (7139)	5	4
Parking Complaint (7522)	20	21
Premise Exam (7041)	1206	1070
Public Service (7040)	50	47
Roadway Debris (7250)	25	15
Solicitor (7063)	16	8
Suicide (7211)	-	-
Suspicious Auto (7123)	51	50
Suspicious Person (7123)	29	32
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	2
Theft of Motor Veh (0910)	2	2
Theft Over \$500 (0815)	6	2
Theft Under \$500 (0825)	4	4
Traffic Complaint (7521)	46	50
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	18	16
Well Being Check (7045)	54	36
<b>Total:</b>	<b>2821</b>	<b>2578</b>
Crime Prevention Notices	491	459
Case Reports	165	192
Traffic Stops	1326	1647
Number of Citations issued	564	636
Number of Persons Issued Citations	367	443

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



