

Village of Riverwoods
Board of Trustees Meeting
November 21, 2023
APPROVED

Present:

Kris Ford, Mayor
Michael Clayton
Andrew Eastmond
Henry Hollander
Jeff Smith (arrived 7:32 pm)

Absent:

Liliya Dikin
Rick Jamerson

Also Present:

Bruce Huvad, Village Attorney
Bruce Dayno, Police Chief
Stephen Witt, Director of Community Services
Carissa Smith, Village Engineer
Tony Vasquez, Finance Director
Bill Balling, Interim Finance Director

The meeting was called to order at 7:30 pm

Document Approval

Trustee Clayton moved to approve the minutes of the November 7, 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 Clayton moved to approve the bills. Trustee Eastmond seconded the motion. The motion passed by the following vote:

AYES: Clayton, Eastmond, Hollander, Smith (4)
NAYS: None (0)

Report from the Interim Finance Director

Mr. Balling provided an update on the progress made. The executive recruitment was successful with hiring two very qualified directors who have met or exceeded the experience and educational requirements for their positions. He noted the Compensation and Benefits Committee did a great job interviewing the candidates and arriving at recommendations. The onboarding was a challenge. HR

administration was discussed by the Committee and Mr. Balling is now working on a proposal for an outsourcing solution.

Mr. Balling as acting Finance Director and Hannah Sullivan have now transitioned all finance work to Mr. Moses Diaz, Finance Analyst and Mr. Tony Vasquez, Finance Director. Mr. Balling has enjoyed working with the Village in this role.

Engineer's Report

Ms. Smith reported the Saunders Road construction is moving forward.

Stormwater Management Report

Ms. Smith introduced Mei Zhu from Gewalt Hamilton who in turn introduced the team presenting the report to the Board Village – Mr. Dan Vanek, Mr. Mike Warner.

Methodology and Findings

GHA sent out a survey and received hundreds of responses to determine the problem areas within the Village. They found ten areas to focus on. The key objectives were to determine the key stormwater problems, develop solutions to those problems and identify opportunities for funding. A Village-wide study was needed for the following reasons:

- Riverwoods has flat terrain and poor drainage
- Floodplains of Des Plaines River and West Fork North Branch Chicago River
- Village developed before detention was required by Lake County WDO
- Climate change has increased rainfall intensities and depths
- Reoccurring flooding problems on roadways and properties
- Reduced capacity of the creeks and drainage ditches over time
- Thorngate Creek and Chianti Creek riverine flooding

Trustee Clayton asked if there is a way to separate natural challenges and man-made challenges. Mr. Vanek explained that can be done, but was not done in this study.

In response to a question from Trustee Hollander, Mr. Warner explained the survey results did not indicate home flooding, but there are some homes that are in the flood area and could potentially flood.

Project Prioritization

Mr. Vanek explained the prioritization considered road flooding, number of properties affected, and if a project is a prerequisite for other projects. Mr. Warner noted all of the roads become impassable if there is a large flood. Discussion on prioritization considered: how long roads remain impassable, property damage, flood insurance, new rainfall estimates for flood plain demarcation, and sequence of projects.

Drainage Improvements Conceptual Designs

Mr. Vanek went through conceptual designs showing proposed design improvements for the ten focus areas. There was questioning on road reconstruction, easements, and wetland consideration.

Mr. Huvad suggested the Village should look at this as a longer term capital improvement program. Mr. Warner explained the East Skokie District has a 20-year plan, but that is a much larger project.

Cost Estimates and Potential Funding (detail provided in the presentation materials)

It was noted that stormwater management is critical for the Village, and funding through impact fees or grants will be a key part of any program.

Trustee Smith asked how the ten areas were determined. GHA explained they looked at clusters of reported problems as well as road flooding when determining the study areas as well as GHA files regarding the history of resident complaints.

Mr. Vanek explained the estimated costs include the cost of purchasing easements. Mr. Vanek explained further there are additional funding sources aside from internal funding, including the Stormwater Management Commission, State resources, IEPA and FEMA.

Trustee Hollander asked what the Village would need to do upfront to apply for the grants. Mr. Warner explained the Village has already completed some legwork to be eligible for FEMA grants. Trustee Hollander suggested prioritizing the programs based on the amount of external funding the Village would receive.

Mayor Ford noted the Village has a Stormwater Management Committee and can take a more detailed look at prioritization.

Village Ecologist

Mayor Ford noted Steve Zimmerman will provide an annual wrap-up.

Plan Commission Report

Plan Commission Chairperson Laurie Breitkopf reported the Plan Commission has not met.

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 the assessor for the accreditation assessment present. During the exit interview, he was told the Department met all of the standards and re-accreditation was recommended. Riverwoods will be one of 37 agencies in the State that is accredited by CLIA. The Department also received accreditation from the US Department of Justice on use of force.

Information Items from the President

New Business

Approval of Mayor's Appointment to Fill Vacancy on the Plan Commission

Mayor Ford recommended Kathryn Romanelli fill the Plan Commission vacancy.

Trustee Clayton moved to approve the Mayor's appointment to fill a vacancy on the Plan Commission. Trustee Hollander seconded the motion. The motion passed unanimously on a voice vote.

Approval of Contract for Reconfiguration of Certain Village Hall Offices

This item will be discussed at a future meeting.

Approval of Contract for Fencing and Entrance Work for the Village Hall Play Area

Mr. Witt explained there is a need for separation between the play area and Portwine Road to act as a visual barrier. They looked at different types of fencing including chain link, aluminum and a cedar split-rail fence. The cedar split-rail fence would be 175 feet long and installed with minimal disruption to the tree root zones. The cost would be \$8400. This would be for the safety of the children.

Trustee Hollander moved to approve the contract for fencing and entrance work for the Village Hall play area in an amount not to exceed \$8400. Trustee Clayton seconded the motion.

Trustee Smith expressed concern about impeding wildlife. Mr. Witt noted it would act as a visual barrier for children but wildlife could get through. The natural wood would blend in with the vegetation and trees. Ms. Smith noted this type of fence would slow children from going into the road. It would not impede drainage. Trustee Clayton asked the Village to also consider adding a bench in the future. The motion passed by the following vote:

AYES: Clayton, Eastmond, Hollander, Smith (4)

NAYS: None (0)

Resolution R-23- Adopting an Updated Emergency Operations Plan for the Village of Riverwoods

Chief Dayno noted the original plan was adopted in 2014 and has not been changed substantially. Lake County FEMA reviews the plan every two years and asks for changes based on State or Federal guidelines. Chief Dayno noted the proposed changes are minor and does not change the way the Department operates.

Trustee Clayton moved to approve the Resolution adopting an updated emergency operations plan for the Village of Riverwoods. Trustee Smith seconded the motion. The motion passed by the following vote:

AYES: Clayton, Eastmond, Hollander, Smith (4)

NAYS: None (0)

Approval of Ordinance O-23-15 Regarding the Illinois Paid Leave for All Workers Act

Mr. Huvad noted the State passed a law effective January 1, 2024 requiring a minimum amount of paid leave for full-time and part-time employees. Home Rule communities are not included in this act. Mr. Huvad suggested opting out of the Act. If the State changes the law and makes it applicable to Home Rule communities, the Village could make a change at that time. The Village currently complies with the Act for full-time employees.

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

Trustee Clayton moved to for Second Reading and adoption of the Ordinance regarding the Illinois Paid Leave for All Workers Act. Trustee Hollander seconded the motion. The motion passed by the following vote:

AYES: Clayton, Eastmond, Hollander, Smith (4)

NAYS: None (0)

Old Business

There was no Old Business.

Visitors wishing to address the Board

Adjournment

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

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The meeting was adjourned at 9:18 pm

The next regular meeting of the Board of Trustees will take place on December 5, 2023 at 7:30 pm. A Finance Workshop will be held prior to the meeting, starting at 6:00 pm.

Respectfully submitted,

Transcribed by:

Jeri Cotton

Attachment:

Police Report



Riverwoods Police Incident Analysis Report

Summary by Incident Type

11/21/2023

Activity Through November 16th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	76	70
50 PD (7572) (Crash Property Damage)	87	71
50 PI (7571) (Crash Personal Injury)	17	10
50 Priv Prop (7573) (Crash Private Property)	7	7
911 Hang up (7911)	16	13
Ambulance (7021)	333	256
Animal Problem (7245)	37	62
AOA (7001)	144	216
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)	226	191
Burglary - Residential (0625)	3	4
Burglary (0600)	2	2
Cell 911 (7912)	-	1
Child Seat Inspect (7042)	5	7
Construction Comp (7078)	2	-
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	1	2
Crim Damage to Prop (1310)	8	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)	20	17
DUI (2410)	39	43
Fingerprinting (7039)	8	12
Fire Alarm (0733)	43	35
Fire Call (7024)	46	25
Fireworks Complaints (3001)	7	8
Forgery (1120)	-	-
Found Animal (7246)	9	9
Found Prop. (7156)	6	2
Harassment by Telephone (2825)	4	1
Hold Up Alarm (7083)	17	14
Identity Theft (7198)	12	13
Lock out - Vehicle (7051)	20	16
Lost / Mislaid Prop (7144)	2	9
Missing Person (7178)	1	2
Noise Comp (7078)	21	26
Notification (7049)	13	15
Other Comp (7079)	67	62
Other Investigation (7199)	37	31

Incident Type	2023 YTD	This Time 2022 YTD
Other Trouble (7139)	5	4
Parking Complaint (7522)	21	22
Premise Exam (7041)	1256	1111
Public Service (7040)	53	49
Roadway Debris (7250)	27	18
Solicitor (7063)	16	8
Suicide (7211)	-	-
Suspicious Auto (7123)	55	52
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)	47	52
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	18	19
Well Being Check (7045)	57	36
Total:	2951	2685
Crime Prevention Notices	500	474
Case Reports	167	195
Traffic Stops	1424	1731
Number of Citations issued	607	668
Number of Persons Issued Citations	399	466

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