

Village of Riverwoods
Board of Trustees Meeting
December 5, 2023
Final

Present:

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

Absent:

Also Present:

Bruce Huvad, Village Attorney
Bruce Dayno, Police 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 November 21, 2023 Board of Trustees meeting. Trustee Dikin seconded the motion. The motion passed unanimously on a voice vote with Trustee Jamerson and Trustee Dikin abstaining.

Treasurer's and Finance Committee Report

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)

Director of Community Services Report

Mr. Witt noted there are more Riverwoods properties listed on rental websites. He reminded residents that properties must be registered with the building department before listing on these sites. Further, he noted that State law requires carbon monoxide and smoke detectors be installed in dwelling units. Mr. Witt encouraged residents to contact the building department if they have any questions. He suggested

residents that want to rent out their properties also check with their insurance carriers to ensure they are covered for rentals.

Trustee Hollander suggested the building department verify the safety precautions are in place once a rental property registers with the Village. Mayor Ford asked if the Fire Department could be engaged to assist in rental property inspections.

Engineer's Report

Ms. Smith noted bids will be opened for the Phase I water main replacement on Saunders Road before the next Board of Trustees meeting. The Thorngate lift station failed during the week of Thanksgiving.

Village Ecologist Report

Mayor Ford noted Steve Zimmerman will provide an annual wrap-up at the next Board of Trustees meeting.

Plan Commission Report

Plan Commission Chairperson Laurie Bretkopf reported the Plan Commission will meet on Wednesday December 13, 2023.

Police Report

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

Information Items from the President

Mayor Ford noted that Staff is looking at the internal operations and information flow. She asked that residents first contact Village Staff rather than consultants. Mayor Ford will also be reviewing the standing committees to determine if changes are needed.

New Business

Approval of a Contract for the Reconfiguration of Certain Village Hall Offices with Stuckey Construction Co.

Mr. Witt noted the current office layout in the building is not efficient for the work that is being performed. A design for the combination of the two small offices on the far west corridor was requested from Mr. Bob Hammer, the original building architect. Mr. Witt spoke with Stuckey Construction Co., who regularly completes work for schools and municipalities, and is known to Mr Witt. Stuckey Construction's bid was just over \$28,000.

Trustee Hollander moved to approve the contract with Stuckey Construction Co. for the reconfiguration of certain Village Hall. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Hollander, Jamerson, Smith (6)
NAYS: None (0)

Approval of Ordinance O-23-12-16 for the Levy of Taxes for the Village of Riverwoods for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023

Mr. Huvard explained the format shows the amount of Village funds to be appropriated and the amount tax to be levied. The levy amount is a 4.5 percent increase over what was levied in 2022. The rest of the Tax Levy Ordinance is for the SSAs. The Village contacted the SSAs about how much they want levied. Mr. Huvard noted the Tax Levy Ordinance must be adopted before the last Tuesday in December.

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 to for Second Reading and adoption of the Ordinance for the levy of taxes for the Village of Riverwoods for the fiscal year beginning January 1, 2023 and ending December 31, 2023. Trustee Clayton seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Hollander, Jamerson, Smith (6)
NAYS: None (0)

Approval of a Contract with Administrative Consulting Services, LLC for Assistance with Developing and Submitting for Potential Grant Funding Opportunities

Chief Dayno explained the Village contracted with Administrative Consulting Services, LLC a few years ago. At that time, there were not a lot of grants available to the Village. In 2024, grant opportunities could be available for the police department.

Trustee Jamerson moved to approve the contract with Administrative Consulting Services, LLC for assistance with developing and submitting for potential grant funding opportunities. Trustee Hollander seconded the motion.

There was general discussion regarding grant research for stormwater as well as police department opportunities. Trustee Smith questioned whether using ACS would change the success rate of grant funding. Chief Dayno explained the grants are competitive and ACS has expertise that is expected to increase success. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Hollander, Jamerson, Smith (6)
NAYS: None (0)

Approval of Purchase of Audio-Visual Equipment for Village Hall from AVI Systems Inc.

Mr. Vasquez explained Village Hall has two conference rooms each with two large screen televisions that are not equipped with current technology useful to conducting video meetings. Video meetings are

a part of normal operations. This agreement would add a video sound bar with microphones, a camera, and speakers that would improve operations and make existing equipment more useful.. AVI Systems Inc, provided a quote for the video sound bar equipment with installation in the amount of \$21,163. AVI is known to Mr. Vasquez who recently worked with AVI Systems on a similar project.

Trustee Jamerson moved to approve the purchase of audio-visual equipment for Village Hall from AVI Systems. Trustee Clayton seconded the motion.

Trustee Jamerson noted a number of his concerns regarding AVI who did the original work. After discussion, it was agreed that additional proposals would be requested. Trustee Jamerson indicated he would provide names of firms to Mr Vasquez.

Trustee Jamerson withdrew the motion.

Old Business

There was no Old Business.

Visitors wishing to address the Board

Russ Romanelli thought the stormwater management project priority scheme presented at the last meeting was based on cost and ease rather than the number of people effected. Mayor Ford explained the presentation was sent to committee and his comments will be considered.

Committee Reports

Communications – Mayor Ford reported there have been a lot of positive comments from residents about the newsletter. Trustee Dikin will be working on the finance and business license sections of the website. Trustee Dikin presented an electronic newsletter submission policy for comment by the Trustees. Trustee Smith suggested adding a solicitation for residents’ email addresses to get a more complete list for the electronic newsletter. Mayor Ford suggested adding a stuffer in the utility bill.

Woodlands/Ecology/Legal – Trustee Eastmond received a request from a resident asking why the Village does not have a climate action/sustainability plan.

Building and Utilities/Storm Water – Trustee Jamerson noted November permits were \$1,743,000 with 16 permits for reroofs. One permit was for residential reconstruction. Trustee Jamerson noted the stormwater management committee is looking for members.

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.

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The meeting was adjourned at 8:32 pm

The next regular meeting of the Board of Trustees will take place on December 19, 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

12/5/2023

Activity Through November 30th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
46 (7503) (Mortorist Assist)	77	72
50 PD (7572) (Crash Property Damage)	89	73
50 PI (7571) (Crash Personal Injury)	17	11
50 Priv Prop (7573) (Crash Private Property)	7	8
911 Hang up (7911)	16	14
Ambulance (7021)	337	269
Animal Problem (7245)	38	64
AOA (7001)	148	222
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)	239	200
Burglary - Residential (0625)	3	4
Burglary (0600)	2	2
Cell 911 (7912)	-	2
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	3
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)	44	47
Fingerprinting (7039)	8	12
Fire Alarm (0733)	46	37
Fire Call (7024)	47	27
Fireworks Complaints (3001)	7	8
Forgery (1120)	-	-
Found Animal (7246)	9	10
Found Prop. (7156)	6	2
Harassment by Telephone (2825)	4	1
Hold Up Alarm (7083)	17	15
Identity Theft (7198)	12	13
Lock out - Vehicle (7051)	21	17
Lost / Mislaid Prop (7144)	2	9
Missing Person (7178)	1	2
Noise Comp (7078)	21	26
Notification (7049)	14	15
Other Comp (7079)	68	62
Other Investigation (7199)	37	34
Other Trouble (7139)	235	4

Incident Type	2023 YTD	This Time 2022 YTD
Parking Complaint (7522)	21	25
Premise Exam (7041)	1315	1167
Public Service (7040)	54	49
Roadway Debris (7250)	27	18
Solicitor (7063)	16	8
Suicide (7211)	-	-
Suspicious Auto (7123)	57	56
Suspicious Person (7123)	31	33
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)	49	55
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	18	20
Well Being Check (7045)	60	37
Total:	3057	2807
Crime Prevention Notices	512	493
Case Reports	173	205
Traffic Stops	1548	1785
Number of Citations issued	666	696
Number of Persons Issued Citations	436	483

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

**Village of Riverwoods
Building Permits Issued
For Date From 11/01/23 to 11/30/23**

<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>	
11/1/2023	PB12605	1400 SAUNDERS ROAD	Res New Construction	800,000.00						
11/2/2023	PB12403	1925 CALVIN CT	Reroof	29,635.38						
11/2/2023	PB12608	448 THORNGATE LANE	HVAC Replacement	8,703.00						
11/2/2023	PB12616	2685 EDGEWOOD COURT	Res Remodel	218,000.00						
11/2/2023	PB12617	690 BAY HILL COURT	Reroof	26,163.60						
11/3/2023	PB12615	8 JULIE LANE	Reroof	76,669.00						
11/14/2023	PB12619	1672 CLENDENIN LN	Reroof	63,800.00						
11/14/2023	PB12620	2600 CRESTWOOD LN	Reroof	20,800.00						
11/14/2023	PB12621	3115 DUFFY LN	Reroof	18,500.00						
11/14/2023	PB12622	2393 WEST COURSE DRIVE	Reroof	31,355.00						
11/14/2023	PB12623	2380 LEGENDS CT	Reroof	24,600.00						
11/14/2023	PB12626	1 COLUMBINE LN	Reroof	24,900.00						
11/14/2023	PB12620	1351 KENILWOOD LN	Reroof	13,500.00						
11/15/2023	PB12627	304 SAUNDERS RD UNIT C BLDG	Res Remodel	68,400.00						
11/16/2023	PB12618	5 TIMBERLINE LN	Sliding	5,000.00						
11/16/2023	PB12628	7 BURR OAK TRL	Water and Sewer Repair	6,800.00						
11/16/2023	PB12629	1665 CLENDENIN LN	HVAC Replacement	13,000.00						
11/17/2023	PB12625	2510 RIVERWOODS ROAD	Reroof	18,045.00						
11/17/2023	PB12633	2274 BRAE BURN DR	Reroof	102,000.00						
11/20/2023	PB12634	2290 CONGRESSIONAL LANE	Reroof	21,700.00						
11/21/2023	PB12635	720 THORNMEADOW ROAD	Res - Windows/Doors	15,000.00						
11/28/2023	PB12636	1334 WOODLAND LN	Electrical	1,950.25						
11/30/2023	PB12624	1415 SHAWNEE TRL	Reroof	32,000.00						
11/30/2023	PB12637	2351 DAWSON CT	Reroof	20,362.78						
11/30/2023	PB12638	1650 CLENDENIN LN	Sliding	30,000.00						
11/30/2023	PB12640	1350 SAUNDERS RD	Reroof	17,685.00						
11/30/2023	PB12641	4 COLUMBINE LN	Deck	34,800.00						
Total Permits										
Nov, 2022				27	\$1,743,369.01	\$39,415.00	\$3,250.00	\$5,520.00	\$0.00	\$48,185.00
YTD 2021				20	\$1,616,232.96	\$20,095.00	\$3,600.00	\$0.00	\$0.00	\$23,695.00
YTD 2022				317	\$10,367,118.42	\$148,897.25	\$51,570.00	\$0.00	\$11,720.00	\$212,187.25
YTD 2023				248	\$14,661,581.66	\$168,609.50	\$104,375.00	\$0.00	\$0.00	\$272,984.50
Inspections				527	\$22,754,876.82	\$161,141.61	\$56,443.00	\$89,623.75	\$0.00	\$306,297.36
				125						