

Village of Riverwoods  
Board of Trustees Meeting  
December 19, 2023  
Approved

Present:

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

Also Present:

Bruce Huvad, Village Attorney  
Commander Pfutzenreuter, Police Department  
Stephen Witt, Director of Community Services  
Carissa Smith, Village Engineer  
Tony Vasquez, Finance Director  
Steve Zimmerman, Village Ecologist

The meeting was called to order at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes from the December 5, 2023 Finance Workshop. Trustee Dikin seconded the motion. The motion passed unanimously on a voice vote.

Trustee Jamerson moved to approve the minutes of the December 5, 2023 Board of Trustees meeting. Trustee Clayton seconded the motion. The motion passed unanimously on a voice vote.

Treasurer's and Finance Director's Report

Trustee Jamerson moved to approve the bills. Trustee Hollander seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Mr. Vasquez provided an update on the proposed purchase of audio visual equipment. He spoke with two companies that were recommended by Trustee Jamerson. One of the companies suggested the Village reach out to Abt Electronics or the original vendor that wired the building (AVI). The other company has not worked on government projects in the past and was not familiar with prevailing wage requirements. Mr. Vasquez is waiting on references from that vendor. Mr. Vasquez then reached out to Abt Electronics, who has worked with other municipalities and is familiar with prevailing wage. Abt

will provide a quote later this week. Mr. Vasquez also received a revised (lower) quote from AVI, the original proposer brought to the Board at the last meeting. AVI is known to Mr. Vasquez as he has previously worked on projects with AVI.

#### Director of Community Services Report

Mr. Witt reported the ISO is now called Verisk, and they work with the top 100 insurance carriers. Verisk has three programs that can affect insurance premiums for residential and commercial properties. The first is the PPC, which is the Public Protection Classification Program which helps communities evaluate fire protection services. The second is the CRS, which is the Community Rating Service Program that helps communities to analyze their efforts in the mitigation of flood damage. The Village will be coming up to the five-year evaluation of the program and residents may see a decrease in their flood insurance premiums. The third is the BCGES, which is the Building Code Effectiveness Grading Schedule which assesses the building codes in effect in the community as well as how the community enforces those codes. Verisk will likely want the Village to adopt a newer building code.

#### Village Ecologist Report

Mr. Zimmerman presented a State of the Woodlands report. The objective of the Village is to maintain and/or improve the ecological condition of existing natural areas so that ecosystems are sustainable and healthy in the future.

There are several different types of woodlands in the Village: floodplain woodland, Mesic woodlands, dry-Mesic woodlands, Mesic Savannah and northern Flatwoods. Mr. Zimmerman noted the Tree and Woodland Ordinances were updated in 2018. The Ordinances limit the removal of “Protected Woodland”, regulate tree removal, define protected, desirable trees and set mitigation requirements.

Mr. Zimmerman discussed the Village's 10-year woodland stewardship plan established in 2018. The plan covers 35 acres including the Chianti properties, the Village Hall campus, the Rivenberg property, and the Woodland Preserve.

Mr. Zimmerman reviewed the Village's cost share programs. Since 2016, more than 300 residents have participated in cost share programs.

Mr. Zimmerman discussed the oak decline syndrome, and the impact of climate change on the oak population.

#### Plan Commission Report

Plan Commission Chairperson Laurie Breitkopf reported the Plan Commission met on Wednesday December 13, 2023 and had a workshop with Teska to discuss the Plan Commission's role. The next meeting will be on January 4, 2024.

#### Zoning Board of Appeals Report

ZBA Chairperson Sherry Graditor reported the ZBA did not meet.

Police Report

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

Information Items from the President

Mayor Ford posted the Board of Trustees meeting dates for 2024.

Mayor Ford provided a 2023 year review. Of note were the failure of the development proposals for the Federal Life and the Baxter properties. Village administration updates, including a new computer system and new staff, resulted in many improvements to Village operations. A common complaint has been a lack of enforcement, and enforcement is being addressed. A stormwater management survey was done and a new stormwater management committee is being formed. Communication has improved with a new website and electronic newsletter. Riverwoods now has a playground at Village Hall. A Community Services committee has been formed as well. 2023 has been a very busy year for Riverwoods.

New Business

Approval of Ordinance O-23-12-17 amending the Class B liquor license classification to provide for B-1 and B-2 liquor license classifications

Mr. Huvad explained the Village has a certain number of liquor license classifications. The Deerfield Park District golf course has their own liquor license classification. The Park District is moving to out source food and beverage service. If another company is taking responsible for food and beverage service then the Park District believes they should have their own liquor license. The B-2 classification was created and proposed for operators under contract with the Park District.

Trustee Jamerson moved to waive the first reading of the Ordinance. Trustee Dikin seconded the motion. The motion passed unanimously by a voice vote.

Trustee Jamerson moved for Second Reading and adoption of the Ordinance amending Class B liquor license classification to provide for B-1 and B-2 liquor license classifications. 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 Professional Services Contract for Human Resources Consulting with WRB, LLC

Mayor Ford discussed the Compensation and Benefits Committee findings, including weak onboarding for new employees, the need for general human resource services, and lack of professional record keeping.

Mr. Bill Balling discussed the proposal for two services: project services that require immediate attention and advisory services which would be ongoing. This is a retainer agreement for human resource services.

Trustee Jamerson moved to approve the professional services contract for human resources consulting with WRB, LLC. Trustee Smith seconded the motion.

The Trustees engaged in a detailed discussion on the terms of the agreement specifically the retainer, periodic reviews, project work versus retainer work, the need for human resources support, and oversight.

Trustee Jamerson, seconded by Trustee Smith, amended the motion to include WRB LLC would provide reporting quarterly and the contract would be considered for reauthorization after one year. The motion passed by the following vote:

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

#### Resolution R-23-12- adopting 2023 amendments to the Village Personnel Manual

Mr. Huvad noted there were some terminology changes and simplifications to be consistent with current statutes and practices. However, the main changes include paid holidays, sick leave, healthcare benefits and vacation time. There were some policies that were looked at as an impediment to recruitment. Mayor Ford noted the Compensation and Benefits Committee agreed with the proposed changes.

Discussion focused on paid time off with comments on tracking of sick days, recruiting issues, and current practice focusing on State and Federal holidays.

Trustee Clayton moved to approve the Resolution adopting 2023 amendments to the Village Personnel Manual. Trustee Jamerson seconded the motion.

The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Hollander, Jamerson (5)  
NAYS: Smith (1)

Discussion of agreement not to enforce declaration of covenant and restrictions (proposed Venn Point project in Parkway North)

Mr. Huvad informed the Board that a developer has expressed interest in developing a portion of Parkway North for townhomes and is requesting the Village enter into an agreement not to enforce a covenant entered into in 1995. The site is in the Village of Deerfield, and would have to go through their procedures. In 1995 the Village of Riverwoods was granted a covenant on that property requiring a set back for any development be no less than 300 feet from the center of Saunders Road. In order to evaluate the impact on the residents, Mr. Witt worked with the developer to determine the view from

certain properties in Thorngate. The restrictive covenant expires in 2025, and does not have an extension provision. Deerfield stated they would not process the developer's application with a restrictive covenant in place.

The Village requested a meeting with representatives of the Thorngate Owners Association to inform them of the proposed development. Concerns were raised regarding the visibility and access to the Thorngate playground. Mr. Huvard suggested entering into an agreement that the restrictive covenant could be removed upon evaluation of the site plan. The Village needs to ensure the building heights and proximity to the road are reasonable.

Mr. Witt noted that a sound barrier wall will be erected as part of the Saunders Road project. Additional landscaping would also help buffer any noise or visibility from the townhomes.

Nick Marietti, CEO of Venn Point Real Estate, was present and noted that the development would use the existing Parkway North entrance.

Discussion covered zoning control, community communication, target market for the proposed two - and three-bedroom townhomes, and the fact that the covenant expires in 14 months.

Trustee Clayton moved to direct the Village Attorney to prepare an agreement to forego enforcement of the covenant conditioned upon certain protections for the Thorngate residents. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

#### Old Business

There was no Old Business.

#### Visitors wishing to address the Board

Daphne Paras, 3070 Blackthorn, expressed concern about enforcement actions regarding her property and home occupation. Her concerns focused on Police communication with her children, parking, prior Village communications regarding use of her property, and response to her emails to the Board.

Trustee Dikin suggested developing a protocol for Board communications.

#### 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.

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The meeting was adjourned at 9:49 pm

The next regular meeting of the Board of Trustees will take place on January 2, 2024 at 7:30 pm.

Respectfully submitted,

Transcribed by:  
Jeri Cotton

Attachments:  
Village Ecologist Presentation  
Police Report

minutes

# VILLAGE OF RIVERWOODS STATE OF THE WOODLANDS

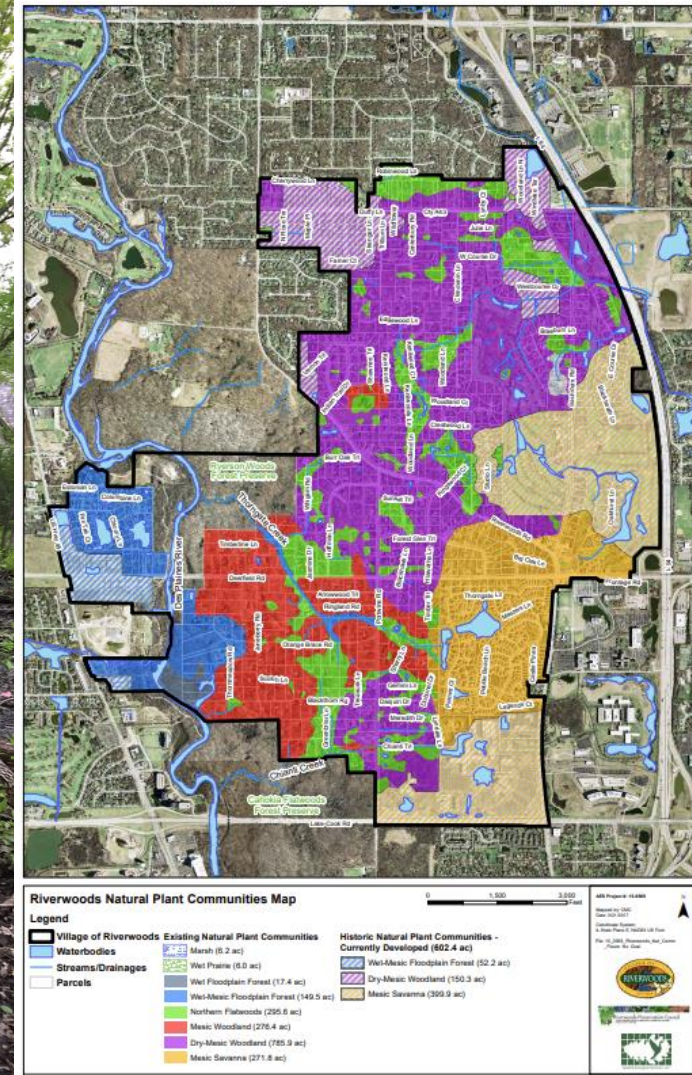
*The objective of the Village is to maintain and/or improve the ecological condition of existing natural areas so that ecosystems are sustainable and healthy in the future*





# 2015/16 WOODLAND COMMUNITIES MAPPING

- Floodplain Woodland = 17.4 acres
- Mesic Woodland = 149.5 acres
- Dry-Mesic Woodland = 785.8 acres
- Mesic Savanna = 271.8 acres
- Northern Flatwoods = 295 acres





# 2017 WOODLAND DELINEATION

The woodland boundary on each parcel was delineated using multi-spectral aerial imaging & site inspections.



**Riverwoods Woodland Delineation by Parcel (April 8, 2017)**

**1 TIMBERLEAF LANE**

**Legend**

- Parcel Boundaries
- Delineated Woodlands (April 8, 2017)
- Water bodies

**PARCEL NUMBER: 1525301025**

**PARCEL ACREAGE: 2.9**

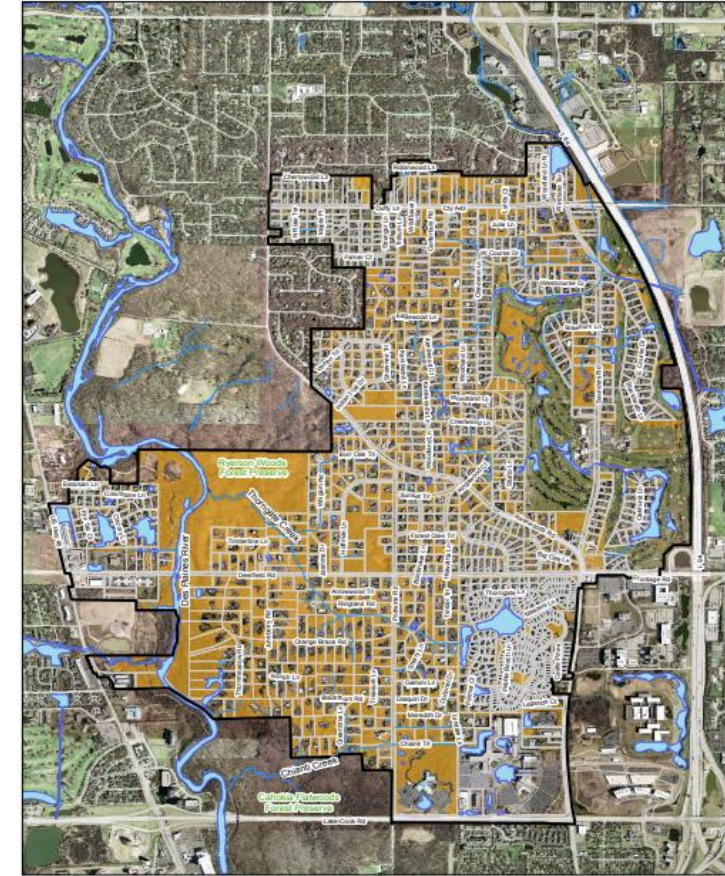
**WOODLAND ACREAGE: 1.88**

**% WOODLAND COVER: 64.9%**

AES Project #: 16-1011  
 Mapped by: CMC  
 Date: 9/8/2017  
 Coordinate System:  
 S. State Plane E. NAD83 US Foot

120 W. Main St.  
 West Dundee, Illinois 60018  
 Phone: 847-944-9385  
 Email: info@appliedeco.com  
 www.appliedeco.com

0 35 70 140 Feet



**Riverwoods Woodland Delineation Map (April 8, 2017)**

**Legend**

- Village of Riverwoods (2,569.4 Acres)
- Waterbodies
- Streams/Drainages
- Parcels
- AES Delineated Woodlands (April 8, 2017) (955.3 Acres)

Scale: 0 1,000 2,000 Feet

Map Project #: 16-1011  
 Mapped by: CMC  
 Date: 9/8/2017  
 Coordinate System:  
 S. State Plane E. NAD83 US Foot

120 W. Main St.  
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# 2018 TREE & WOODLAND ORDINANCE

- In 2018 Tree & Woodland Ordinances were updated and combined.
- Woodland Ordinance limits removal of “Protected Woodland” to no more than 20% based on 2017 Woodland Delineation Maps.
- “Regulated Tree”: at least 1.5” dia. & ≥6 feet tall.
- All trees are “Regulated” but only “Desirable Native Trees” (condition 1-4) & 80% of root zone are protected.
- Removal of “Desirable Native Trees” or ≥ 20 CRZ requires mitigation:
  - fee based on diameter of desirable tree(s)
  - ≥\$5K -option to implement an “Ecological Mitigation Plan”

# 10-YEAR WOODLAND STEWARDSHIP PLAN

- Village Board approved 10-year plan in August 2018.
- Each year of plan is contracted separately.
- 35 Acres: Chianti Lots, Village Hall/North Lot, Rivenberg, Woodland Preserve
- 2023 was year 5 of plan.



All Lots (2018-2029) Woodland Management Schedule

Task/Description	2018		2019				2020				2021				2022-2029			
	Nov	Dec	Jan	Feb	Aug	Sept	Mar	Apr	Aug	Sept	Aug	Sept	Nov	Dec	Aug	Sept	Nov	Dec
Invasive Shrub Removal	■	■	■															
Canopy Thinning			■	■														
Prescribed Burning (ever 4 years)													■	■			■	■
Interseeding													■	■				
Annual Invasive Species Control					■	■				■	■	■	■		■	■		
Project Ecologist Oversight			■	■														
Project Ecologist Monitoring/Report					■				■		■				■			

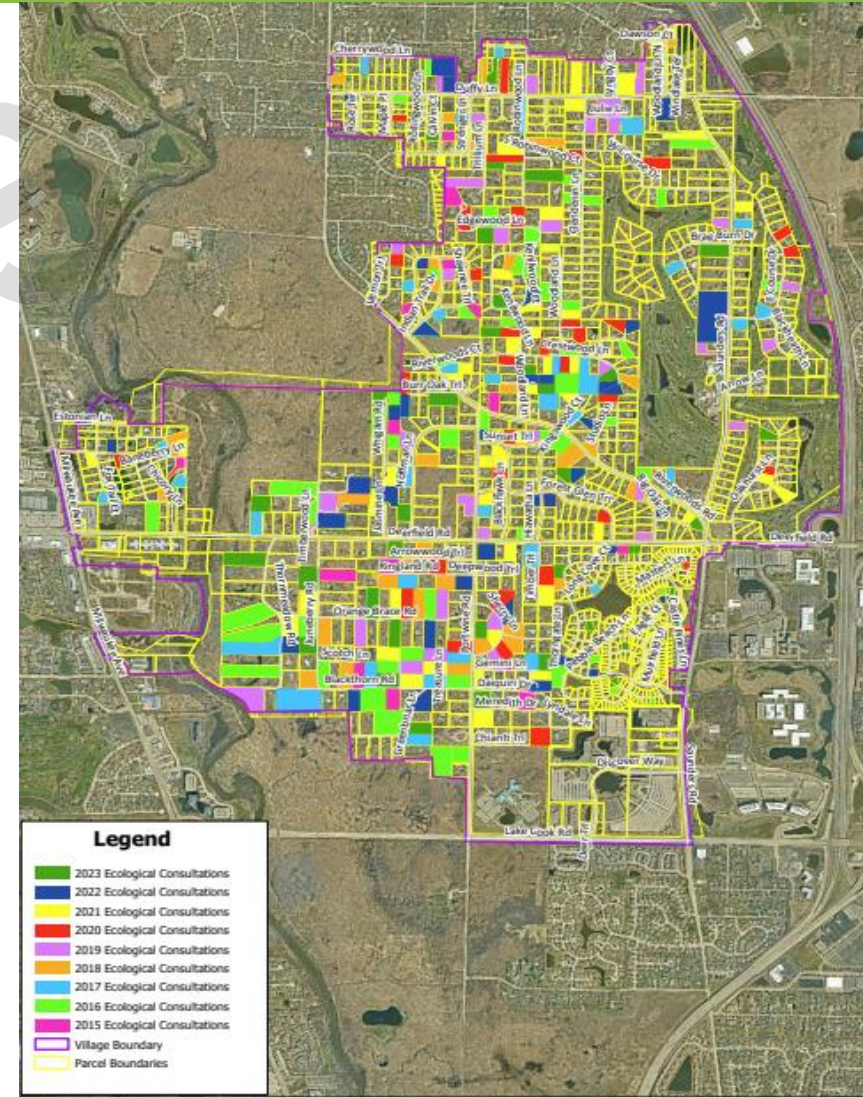


# 2016-2023 ECOLOGICAL COST SHARE PROGRAMS

\*Incentive Program to help maintain the “Character of Riverwoods”- eligible to “ALL” residents

## Cost Share Programs:

- 1) Canopy Tree Removal
- 2) Invasive Shrub Removal
- 3) Garlic Mustard Removal
- 4) Native Tree & Shrub Planting
- 5) Native Seeding & Planting
- 6) Rain Garden
- 7) Prescribed Burning



# 2016-2023 ECOLOGICAL COST SHARE SUMMARY

2016-2023 Ecological Cost Share Program Resident Participation Summary

RW Program	2016	2017	2018	2019	2020	2021	2022	2023
Prescribed Burn	1	6	6	9	4	4	3	5
Canopy Tree Removal	13	11	7	6	11	4	4	3
Invasive Shrub Removal	14	25	20	11	14	5	17	9
Native Tree/Shrub Planting	6	10	7	5	8	7	8	5
Native Seeding/Plant Plugs	5	9	6	9	12	5	15	8
Rain Garden	0	1	1	0	2	1	0	1
<b>TOTAL PARTICIPATION</b>	<b>39</b>	<b>62</b>	<b>47</b>	<b>40</b>	<b>51</b>	<b>26</b>	<b>47</b>	<b>31</b>

2016-2023 Ecological Cost Share Program Village Reimbursement Summary

RW Code/Program	2016	2017	2018	2019	2020	2021	2022	2023	AVERAGE \$/YR
50810: Consults/Reports	\$4,250.00	\$6,250.00	\$4,875.00	\$5,000.00	\$3,375.00	\$5,750.00	\$5,125.00	\$4,375.00	\$5,571.43
50800: Prescribed Burn	\$1,250.00	\$5,045.00	\$2,405.00	\$2,295.00	\$4,225.00	\$2,615.00	\$3,400.00	\$2,708.00	\$3,420.43
50820: Canopy Tree Removal	\$14,762.50	\$11,169.40	\$7,551.50	\$5,775.00	\$9,232.50	\$3,995.00	\$11,070.00	\$6,370.00	\$9,989.41
50830: Invasive Shrub Removal	\$13,016.00	\$39,219.10	\$12,065.00	\$35,430.03	\$10,780.00	\$10,128.70	\$28,088.50	\$17,448.00	\$23,739.33
50840: Garlic Mustard Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50850: Native Tree/Shrub Planting	\$5,547.85	\$10,568.75	\$4,161.42	\$7,662.50	\$9,860.00	\$10,995.00	\$16,783.50	\$5,170.00	\$10,107.00
50860: Native Seeding/Plant Plugs	\$4,910.40	\$6,859.50	\$8,832.00	\$10,482.00	\$9,850.00	\$2,105.00	\$11,802.50	\$14,049.00	\$9,841.49
50870: Rain Garden	\$0.00	\$3,741.50	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$1,677.36
<b>TOTALS \$/YR</b>	<b>\$43,736.75</b>	<b>\$82,853.25</b>	<b>\$39,889.92</b>	<b>\$66,644.53</b>	<b>\$47,322.50</b>	<b>\$39,588.70</b>	<b>\$76,269.50</b>	<b>\$54,120.00</b>	<b>\$56,303.14</b>



# OAK DECLINE SYNDROME

- Decline begins with Armillaria root disease.
- Long-term stresses (climate, age) combined with short-term stresses (defoliation, drought, flooding).
- Often followed by insect and fungal issues such as the two-lined chestnut borer.
- Red oak can die in one year; white oak usually die over several years.



# OTHER INFORMATION

- Reviewed over 150 Tree Removal Permit Applications.
- Will be presenting about Riverwoods at 2024 Midwest Society for Ecological Restoration Conference at Purdue University.

Minutes



# Riverwoods Police Incident Analysis Report

## Summary by Incident Type

12/19/2023

Activity Through December 14th of Each Year

Incident Type	2023 YTD	This Time 2022 YTD
48 (7503) (Mortorist Assist)	83	78
50 PD (7572) (Crash Property Damage)	91	73
50 PI (7571) (Crash Personal Injury)	17	11
50 Priv Prop (7573) (Crash Private Property)	8	8
911 Hang up (7911)	18	16
Ambulance (7021)	348	284
Animal Problem (7245)	39	66
AOA (7001)	151	227
Armed Robbery (0310)	-	-
Assault (0500)	1	1
Attempt Suicide (7221)	1	1
Battery - Simple (0400)	1	2
Battery (0400)	3	3
Burg - From Motor Veh (0760)	-	2
Burglar Alarm (7082)	245	205
Burglary - Residential (0625)	3	4
Burglary (0600)	2	2
Call 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	4
Deceptive Practice (1110)	6	5
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	21	17
DUI (1410)	45	47
Fingerprinting (7039)	8	12
Fire Alarm (0733)	48	39
Fire Call (7024)	48	28
Fireworks Complaints (3001)	7	8
Forgery (1120)	-	-
Found Animal (7246)	10	11
Found Prop. (7156)	6	2
Harassment by Telephone (2825)	4	1
Hold Up Alarm (7083)	17	15
Identity Theft (7198)	12	15
Lock out - Vehicle (7051)	22	18
Lost / Mislaid Prop (7144)	3	9
Missing Person (7178)	1	2
Noise Comp (7078)	21	27
Notification (7049)	14	16
Other Comp (7079)	68	65
Other Investigation (7199)	39	35

<b>Incident Type</b>	<b>2023 YTD</b>	<b>This Time 2022 YTD</b>
Other Trouble (7139)	5	4
Parking Complaint (7522)	25	25
Premise Exam (7041)	1402	1205
Public Service (7040)	55	50
Roadway Debris (7250)	30	19
Solicitor (7063)	16	8
Suicide (7211)	-	-
Suspicious Auto (7123)	59	56
Suspicious Person (7123)	32	35
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	3
Theft of Motor Veh (0910)	2	2
Theft Over \$500 (0815)	6	2
Theft Under \$500 (0825)	4	4
Traffic Complaint (7521)	54	55
Turned in Weapon/Ammo (7100)	1	1
Village Ord. Violation (7500)	18	25
Well Being Check (7045)	61	42
<b>Total:</b>	<b>3199</b>	<b>2910</b>
Crime Prevention Notices	527	514
Case Reports	178	212
Traffic Stops	1065	1067
Number of Citations issued	707	736
Number of Persons Issued Citations	465	513

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

mm