

Village of Riverwoods
Board of Trustees Meeting
January 2, 2024
FINAL

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
Tony Vasquez, Finance Director

The meeting was called to order at 7:40 pm (due to technical equipment issues)

Approval of Minutes

- a. Board of Trustees December 19, 2023

Trustee Jamerson moved to approve the minutes of the December 19, 2023 Board of Trustees meeting. Trustee Smith seconded the motion. The motion passed unanimously on a voice vote.

Finance Director's Report

- a. Approval of Bills

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)

Plan Commission Report

Plan Commission Chairperson Laurie Breitkopf reported the Plan Commission will be meeting on January 4, 2024 to discuss the potential of a Planned Unit Development (PUD) on the Wolters Kluwer property.

Police Report

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

Information Items from the President

Mayor Ford noted that there will be changes to certain internal organizational meetings, mainly the suspension of the traditional Consultants' Meeting replaced with a Senior Staff Meeting focused on more efficient use of consultant and staff time. In the coming year, Senior Staff will be working on the development of policies and financial management. The proposed workshop for the Board will move forward engaging Teska Associates for an educational session on the role and responsibilities of trustees.

New Business

- a. Approval of a Contract with [AVI Systems] or [Abt] for purchase and Installation of Audio Visual Equipment for Village Hall

Mayor Ford noted that after the discussion at the prior Board meeting there remained 2 qualified bidders. Insofar as a proposal has not been received by the 2nd bidder due to the holidays, staff is seeking Board guidance on whether or not staff may move forward without further Board action.

After discussion, Trustee Jamerson moved to authorize staff to proceed with the evaluation, selection and contracting with a provider for an amount not to exceed \$20,000. Trustee Smith seconded the motion.

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

NAYS: None (0)

- b. Approval of a Contract with Oleson Construction for \$20,500 for the Repair and Replacement of Fire Hydrants

Referencing the memo from Gewalt Hamilton Associates, Inc. (GHA), Mayor Ford noted the full description of the necessary work and the bidding process. GHA recommended Oleson as a qualified bidder providing the lowest bid.

Trustee Jamerson moved to approve the contract with Oleson Construction at an amount not to exceed \$20,500. Trustee Clayton seconded the motion.

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

NAYS: None (0)

- c. Approval of an Ordinance Amending the Village Code Concerning Registration of Certain Residential Properties

Attorney Huvard provide background regarding the adoption of the ordinance requiring registration of rental properties before the impact of short term, online rentals of homes and properties were known.

Subsequently, zoning text amendments regarding home occupation were adopted. The minimum short term rental (now defined as a “home stay rental”) is 4 weeks. Home stay rentals that meet the criteria in the ordinance are considered permitted home occupations.

Given the new regulations, it has become necessary to restate the earlier rental registration provisions. The proposed ordinance requires registration when an owner seeks to use their home for home stay rentals (use by persons who are not primary residents) or for other rental use (otherwise permitted) under what might be termed a normal lease – e.g., a lease of a home with residents who live in the home as a primary residence.

In either case, the proposed ordinance requires registration as part of which the building department will conduct an inspection to examine life safety compliance.

Provisions for fines and administrative adjudication of enforcement were mostly retained in the new version but the terminology has been extensively re-worked to better coincide with the new zoning regulations.

First reading only was requested.

Trustee Jamerson moved for First Reading of the Ordinance Amending the Village Code Concerning Registration of Certain Residential Properties. Trustee Clayton seconded the motion. The motion passed unanimously on a voice vote.

Board discussion covered the issues of owner liability, Village inspection of the premises, Village liability, costs of inspection, consequences of a failed inspection, fines for non-registration or non-compliance with the Ordinance generally, and length of time permitted for rental.

Adjournment

Prior to Adjournment, Trustee Clayton complimented the RRA on the invitation to the renewed Arts & Riverwoods Event on February 9, 2024.

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 8:25 pm

The next regular meeting of the Board of Trustees will take place on January 16, 2024 at 7:30 pm.

Respectfully submitted,

Vivian Holfeld
Deputy Village Clerk

Attachments:
Police Report



Riverwoods Police Incident Analysis Report Summary by Incident Type 1/16/2024

Activity Through January 10th of Each Year

Incident Type	2024 YTD	This Time 2023 YTD
46 (7503) (Mortorist Assist)	1	3
50 PD (7572) (Crash Property Damage)	4	-
50 PI (7571) (Crash Personal Injury)	1	-
50 Priv Prop (7573) (Crash Private Property)	-	1
911 Hang up (7911)	1	-
Ambulance (7021)	14	6
Animal Problem (7245)	1	-
AOA (7001)	3	7
Armed Robbery (0310)	-	-
Assault (0500)	-	-
Attempt Suicide (7221)	-	-
Battery - Simple (0460)	-	-
Battery (0400)	-	-
Burg - From Motor Veh (0760)	-	-
Burglar Alarm (7082)	7	4
Burglary - Residential (0625)	-	-
Burglary (0600)	-	-
Cell 911 (7912)	-	-
Child Seat Inspect (7042)	-	-
Construction Comp (7078)	-	-
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	-	-
Crim Damage to Prop (1310)	-	-
Crim Sexual Assault (1563)	-	-
Crim Trespass to Land (1330)	-	-
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	-	-
Deceptive Practice (1110)	-	-
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	-	-
DUI (2410)	2	1
Fingerprinting (7039)	-	-
Fire Alarm (0733)	2	1
Fire Call (7024)	1	1
Fireworks Complaints (3001)	-	-
Forgery (1120)	-	-
Found Animal (7246)	-	-
Found Prop. (7156)	-	-
Harassment by Telephone (2825)	-	-
Hold Up Alarm (7083)	-	-
Identity Theft (7198)	-	-
Lock out - Vehicle (7051)	-	-
Lost / Mislaid Prop (7144)	-	-
Missing Person (7178)	-	-
Noise Comp (7078)	1	-
Notification (7049)	-	-
Other Comp (7079)	1	1
Other Investigation (7199)	1	-

Incident Type	2024 YTD	This Time 2023 YTD
Other Trouble (7139)	-	-
Parking Complaint (7522)	-	-
Premise Exam (7041)	74	44
Public Service (7040)	-	1
Roadway Debris (7250)	-	2
Solicitor (7063)	-	-
Suicide (7211)	-	-
Suspicious Auto (7123)	2	2
Suspicious Person (7123)	1	-
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	-
Theft of Motor Veh (0910)	-	-
Theft Over \$500 (0815)	1	-
Theft Under \$500 (0825)	1	-
Traffic Complaint (7521)	3	2
Turned in Weapon/Ammo (7160)	-	-
Village Ord. Violation (7500)	-	-
Well Being Check (7045)	2	2
Total:	124	78
Crime Prevention Notices	25	21
Case Reports	5	1
Traffic Stops	62	48
Number of Citations issued	17	25
Number of Persons Issued Citations	9	16

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