

Village of Riverwoods  
Board of Trustees Meeting  
February 6, 2024  
Final

Present:

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

Absent:

Jeff Smith

Also Present:

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

The meeting was called to order at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the January 16, 2024 Board of Trustees meeting. Trustee Clayton seconded the motion. The motion passed unanimously on a voice vote with Trustee Jamerson and Trustee Hollander abstaining.

Treasurer's and Finance Committee Report

Trustee Jamerson moved to approve the bills. Trustee Clayton seconded the motion. There was a question regarding categorization of an expense which will be reviewed. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Jamerson, Hollander (5)

NAYS: None (0)

Mr. Vasquez reported the Village of Northbrook will be increasing their water rates starting May 1, 2024. The increase will be incorporated into the budget and the user water rate will be reviewed.

Director of Community Services Report

Mr. Witt provided an overview of current Community Services department projects. Mr. Witt praised Vivian Hofeld, who handles a lot of the day-to-day work. Projects in progress are: revamping the permit fee schedule to reflect recent Ordinance changes and verify our fees reflect the cost of providing services; reviewing proposed 2024 projects with Gewalt Hamilton; a review of certain issues with businesses located in the Shoppes of Riverwoods and Colonial Court; review of the Village codes and building department processes; and working with the Village Attorney, Teska Associates, and Plan Commission on a new PUD Ordinance. He further noted the Village will restart Administrative Adjudication Court to handle violations. The report summary is attached to the end of the minutes.

Questions and open discussion with Director Witt included: the grinder pump system, current and proposed road work on Deerfield, Saunders and Riverwoods Road, and current condition of Lake Cook Road.

#### Village Attorney Report

Mr. Huvad discussed various topics regarding easements for the Deerfield Road project. Mr. Huvad noted the County is offering approximately \$60,000 for temporary and permanent easements from the Village on various Village-owned property along Deerfield Road. Associated issues regarding compensatory storage on the Federal Life site may arise as Federal Life is continuing to actively market their property. Given the limited nature of the easements, Mr. Huvad believes it is unlikely the Village will be served by contesting the proposed compensation.

#### Engineer's Report

Ms. Smith reported that the SSAs have been contacted regarding the annual road program. She will also look into the current status of the Saunders Road project.

#### Plan Commission Report

Plan Commission Chairperson Laurie Bretkopf reported the Plan Commission met on February 1, 2024 to discuss a possible Planned Unit Development (PUD) Ordinance. The next Plan Commission meeting will take place on March 7, 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 commented that just one year ago, Bill Balling was engaged as our interim Finance Director, and began the recruiting assignment for a Finance Director and a Director of Community Services. Mr Balling is to be congratulated for his work on behalf of the Village.

## New Business

Approval of a Contract for Saunders Road Water Main Replacement with Bolder Contractors at an Amount Not to Exceed \$781,230.

Ms. Smith provided a history of the project noting that 18 months ago, the bids came in substantially over the estimated cost. The Village is now working on a portion of Saunders Road, which is prone for water main breaks. The bids came in under the \$850,000 budget.

Trustee Jamerson moved to approve the contract for the Sanders Road water main replacement with Bolder Contractors at an amount not to exceed \$781,230. Trustee Clayton seconded the motion. Finance Director Vasquez supports the work and further noted the project has been included in the budget. This project, as well as others, may require some funds to be moved from the general fund. His comments are intended to provide context for this expense in terms of the impact to the Village's financial condition. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Jamerson, Hollander (5)

NAYS: None (0)

Approval of the Annual Woodland Maintenance Work by Baxter & Woodman in an Amount Not to Exceed \$13,000.

Trustee Hollander moved to approve the annual woodland maintenance work by Baxter & Woodman in an amount not to exceed \$13,000. Trustee Eastmond seconded the motion. Mayor Ford noted this is part of the pre-approved 10-year plan for the woodlands. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Jamerson, Hollander (5)

NAYS: None (0)

Approval of a Letter of Agreement with Gewalt Hamilton (GHA) with an Annual Rate Schedule

Mayor Ford noted this will be discussed at a future meeting.

## Old Business

There was no Old Business.

## Visitors wishing to address the Board

There were no visitors wishing to address the Board.

## Committee Reports

Communications – Trustee Dikin reported on a recent notification by the Illinois Municipal League regarding measures the Village should take to avoid potential litigation for image copywrite infringement.

Woodlands/Ecology/Legal – Trustee Eastmond reported an upcoming meeting regarding the Village’s representation on the South Lake Mosquito Abatement Board. He also reported that the Village received a presentation from the RPC regarding a sustainability and climate action plan.

Building and Utilities/Storm Water – Trustee Jamerson reported the Building Report is in the packet. The Stormwater Management Committee will meet on Wednesday Feb 7.

Adjournment

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

The meeting was adjourned at 8:30 pm

The next regular meeting of the Board of Trustees will take place on February 20, 2024 at 7:30 pm.

Respectfully submitted,

Transcribed by:  
Jeri Cotton

Attachment:  
Police Report  
Building Report  
Community Services Report



# Riverwoods Police Incident Analysis Report

## Summary by Incident Type

2/6/2024

Activity Through January 31st of Each Year

Incident Type	2024 YTD	This Time 2023 YTD
46 (7503) (Mortorist Assist)	13	11
50 PD (7572) (Crash Property Damage)	11	8
50 PI (7571) (Crash Personal Injury)	3	3
50 Priv Prop (7573) (Crash Private Property)		2
911 Hang up (7911)	2	1
Ambulance (7021)	39	29
Animal Problem (7245)	6	2
AOA (7001)	14	17
Armed Robbery (0310)		
Assault (0500)		
Attempt Suicide (7221)		
Battery - Simple (0460)		1
Battery (0400)		1
Burg - From Motor Veh (0760)		
Burglar Alarm (7082)	17	15
Burglary - Residential (0625)		1
Burglary (0600)		
Cell 911 (7912)		
Child Seat Inspect (7042)		
Construction Comp (7078)		
Controlled Substance (2000)		
Credit Card Fraud (1150)		
Crim Damage to Prop (1310)	1	
Crim Sexual Assault (1563)		
Crim Trespass to Land (1330)		
Crim Trespass to Veh (1360)		
Death Investigation (7231)		
Deceptive Practice (1110)	1	
Domestic Battery (0486)		
Domestic Trouble (7130)		2
DUI (2410)	1	5
Fingerprinting (7039)		
Fire Alarm (0733)	6	5
Fire Call (7024)	7	5
Fireworks Complaints (3001)		
Forgery (1120)		
Found Animal (7246)		
Found Prop. (7156)		
Harassment by Telephone (2825)		
Hold Up Alarm (7083)	1	1
Identity Theft (7198)	3	
Lock out - Vehicle (7051)	1	
Lost / Mislaid Prop (7144)	2	1
Missing Person (7178)		
Noise Comp (7078)	1	1
Notification (7049)	3	3
Other Comp (7079)	5	2
Other Investigation (7199)	1	

Incident Type	2024 YTD	This Time 2023 YTD
Other Trouble (7139)		
Parking Complaint (7522)		
Premise Exam (7041)	167	136
Public Service (7040)	3	4
Roadway Debris (7250)	4	3
Solicitor (7063)		
Suicide (7211)		
Suspicious Auto (7123)	7	9
Suspicious Person (7123)	1	
Telephone Threat (2820)		
Theft from Motor Veh (0710)		
Theft of Motor Veh (0910)		1
Theft Over \$500 (0815)	2	
Theft Under \$500 (0825)	1	
Traffic Complaint (7521)	4	3
Turned in Weapon/Ammo (7160)		
Village Ord. Violation (7500)		1
Well Being Check (7045)	5	3
<b>Total:</b>	<b>332</b>	<b>276</b>
Crime Prevention Notices	63	58
Case Reports	11	14
Traffic Stops	150	148
Number of Citations issued	50	66
Number of Persons Issued Citations	33	36

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

**Village of Riverwoods  
Building Permits Issued  
For Date From 01/01/24 to 01/31/24**

<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>
1/5/2024	PB12664	1185 WHIGAM ROAD	Reroof	42,178.29					
1/5/2024	PB12665	2755 EDGEWOOD LN	Reroof	27,389.00					
1/5/2024	PB12667	125 PINE TREE LN	Driveway	19,532.00					
1/5/2024	PB12668	1302 WOODLAND LN	Driveway	21,250.00					
1/8/2024	PB12655	1484 E COURSE DR	Res - Windows/Doors	24,188.00					
1/8/2024	PB12657	1338 KENILWOOD LN	Res - Windows/Doors	89,716.14					
1/8/2024	PB12666	2376 MASTERS LN	Res - Windows/Doors	19,834.00					
1/10/2024	PB12669	1127 MILWAUKEE AVE	Signage	50.00					
1/16/2024	PB12661	2313 GLEN EAGLES LN	Res - Windows/Doors	37,523.00					
1/17/2024	PB12670	2359 MASTERS LN	Reroof	21,527.00					
1/17/2024	PB12671	1552 E COURSE DR	Reroof	82,770.00					
1/17/2024	PB12672	2735 FOREST GLEN TRL	Reroof	137,307.00					
1/22/2024	PB12631	2440 FOREST GLEN TRL	Water and Sewer Repair	10,000.00					
1/23/2024	PB12673	6 JULIE LN	Reroof	102,171.50					
1/23/2024	PB12674	4 BURR OAK TRL	Reroof	54,550.00					
1/23/2024	PB12675	3085 BLACKTHORN RD	Siding	28,020.00					
1/29/2024	PB12676	2373 GLEN EAGLES LN	Res - Windows/Doors	5,112.95					
1/31/2024	PB12677	2393 WEST COURSE DRIVE	Res - Windows/Doors	115,927.00					
<b>Total Permits</b>	<b>18</b>			<b>\$839,045.88</b>	<b>\$6,045.00</b>	<b>\$1,800.00</b>	<b>\$2,320.00</b>	<b>\$0.00</b>	<b>\$10,165.00</b>
Jan, 2023	5			\$495,255.00	\$6,090.00	\$1,444.00	\$960.00	\$0.00	\$8,494.00
YTD 2022	18			\$1,892,809.69	\$25,561.51	\$4,170.00	\$0.00	\$0.00	\$29,731.51
YTD 2023	5			\$495,255.00	\$6,090.00	\$1,444.00	\$960.00	\$0.00	\$8,494.00
YTD 2024	18			\$839,045.88	\$6,045.00	\$1,800.00	\$2,320.00	\$0.00	\$10,165.00
Inspections	46								

## Summary of Current Activities in the Community Services Department

I want to take this opportunity to provide a broad overview of activities and projects that the Community Services Department has been involved in since I started here last Fall. This discussion does not include the day-to-day operations and resident assistance that is necessary for the department to function as it should.

### Community Services Coordinator

I could never take for granted the work performed by Vivian on a day-to-day basis. She answers most questions from our residents, processes and scans permit applications in record numbers, organizes special events, issues Business and Liquor Licenses, and coordinates our consulting engineers during plan reviews, usually all before lunch. I can't thank her enough for her contribution to the department.

### Permitting

January permits were down by three from December reflective of the historically low permit application volume during winter months; however, the permit fees were up by about 20% compared to January of 2023. Vivian deserves a break from the banner year she had in 2023.

There are currently 4 larger projects that consist of additions and remodeling in the review queue.

Some accomplishments include,

- Created new checklists for general business and food service establishment inspections, building demolition permits, and permit application for residential deck construction.
- Revised roof permit application form to help expedite plan review and inspections.
- With the exception of fire alarm, fire sprinkler and solar panels, all plan reviews are performed in-house.

### Permit Fee Schedule

We are working on revamping the permit fee schedule to reflect the changes necessary due to the rental unit ordinance recently passed by the Village Board as well as verify that the fees reflect the cost of our providing services.

### Inspections

- Brought property maintenance inspections back in house, no longer using outside consulting firm.
- Re-instated business license inspections that were not being performed for food service establishments, outdoor dining, and the massage spa.



- Developed relationship with the Lincolnshire Riverwoods Fire District to perform joint life-safety inspections for our commercial properties.

## Engineering

Projects with GHA for 2024 include:

**Lift Station Upgrades:** Projects to occur at the Thorngate, Meadowlake, Trillium, and Wigham stations. Upgrades of the Timberwood station have been completed. The Meadowlake lift station is budgeted for an overhaul in 2024; however, three of the stations are in need of UPS equipment to prevent a re-occurrence of the backups that were recently experienced at the Thorngate station. We expect to get quotes on the UPS work in March.

**2024 Road Program:** GHA is working to coordinate work with the SSAs and should have a bid package out by April, with a construction start of April/May this year.

**2024 Sewer Lining Program:** GHA is working to define the scope of work for this year's project.

**Saunders Road Water Main Replacement:** Bids were received on January 18 for Phase 2 of the work. I will let Engineer Smith update you in her report.

**Grinder Pumps.** Working with GHA to develop program related to replacement and maintenance of the low- pressure sanitary system grinder pumps which are near the end of their life expectancy.

## Construction

Commercial projects include:

**Baby Vegas** in the Shoppes of Riverwoods. Project is moving at slower than a snail's pace, with the metal studs and rough plumbing and electric having been installed within the past six months.

**Shoppes of Riverwoods/Colonial Courts.** The shopping centers and the Brunch Factory are being fitted with new fire alarm systems under direction of the Fire District.

**Anytime Fitness** is completing punch list items and getting ready to open later this week.

**Village Hall** remodeling of the Finance Director's office is essentially complete.

**Village Hall Playground** is complete except for minor punch list items.

**Police Department** repair of a broken water pipe and restoration of the public restroom is complete.

**HVAC Upgrades** to the Village Hall and the Police Department will happen over the next few months.

**Lake County DOT Riverwoods/Duffy Road 3R Project.** This is a County project to Resurface, Restore, and Rehabilitate (the 3 Rs) Riverwoods Road from IL Route 22 to Deerfield Road and along Duffy Lane from Riverwoods Road to the I-94 Bridge. The County is looking at adding/improving non-motorized travel improvements as well as to improve drainage in the area. The kickoff meeting is scheduled for this Friday.

### **Service Agreements**

We are collecting Master Service Agreements for all of our consultants to formally establish working relationships with them, mainly for financial auditing purposes. We are aiming to bring these to the Board for consideration in early March.

The Intergovernmental Agreement with Lake County for maintenance of the sanitary sewer system is under review.

### **Building Code**

#### **Effectiveness Grading System**

We have a meeting set later this month with Verisk to start the process of reviewing the Building Department and codes that regulate construction in the Village. As part of that review, we will be upgrading the version of the International Codes to the 2024 version, and upgrading related code books. Along with that upgrade, we are working on proposed amendments to the Tree and Woodlands, and the Stormwater Management Ordinances.

### **Planning and Zoning**

Working with Teska Associates, the Village Attorney and the Plan Commission on developing a new Planned Development Ordinance.

Worked with the Village Attorney and the developer for the VennPoint townhome project within the Parkway North Center located in Deerfield. Negotiated a cash contribution from the developer to help screen the Thorngate subdivision play lot and several nearby homes from the project if their project obtains approval to construct from the Village of Deerfield.

Met with a potential developer for a project at 20611 Milwaukee Avenue, which was determined to not be a good fit for the property.

**Plan Commission:**

Pending projects include,

- Brunch Factory gaming, awaiting submittal of a parking analysis.
- Camp Bow Wow tenancy at the Shoppes, awaiting submittal of a parking analysis.
- Review of sign permits for Anytime Fitness and Snap Medical Wellness at Colonial Courts. The Special Use Permit for the shopping center requires the review.
- Consolidation and subdivision of properties at Orange Brace and Juneberry Roads to allow for construction of a new single-family residence.

**Adjudication Hearings**

We are restarting the Administrative Adjudication system to handle real property violations. Though we have had some success in gaining compliance through the issuance of notices to residents, there are currently 9 citations in the system with at least 4 more to be issued this week.

Violations include:

- Home Occupations: Car Dealership run out of a residence  
 Training seminars being held in a residence  
 Construction equipment stored in the front yard  
 Vacant Building
- Building Codes: Construction site safety issues  
 Violations of the Watershed Development Ordinance
- Fire Code: Flammable curtains hung inside restaurant exit corridors
- Short-term Rentals: Would have additional citations but I elected to defer issuance of citations until the recent Ordinance revisions become effective

A dry run of the hearing process was held last week with the Hearing Officer and staff. The first cases will be heard on February 15.